

Quarterly Financial Report

For: Sunshine Valley School District

Reporting Period: January 1, 2024 – March 31, 2024

The **Quarterly financial report** sample for schools provides a clear and concise overview of the institution's financial performance and budget adherence. This report helps school administrators track income, expenses, and funding sources effectively. Utilizing this sample ensures transparent financial management and informed decision-making throughout the academic year.

1. Income Summary

| Income Source | Budgeted Amount | Actual Receipts | Variance |
|-------------------------|-----------------|-----------------|----------|
| Government Grants | \$120,000 | \$118,000 | -\$2,000 |
| Tuition Fees | \$80,000 | \$81,500 | +\$1,500 |
| Donations & Fundraising | \$10,000 | \$7,000 | -\$3,000 |
| Other Income | \$5,000 | \$5,300 | +\$300 |
| Total | \$215,000 | \$211,800 | -\$3,200 |

2. Expenditure Summary

| Expense Category | Budgeted Amount | Actual Expenditure | Variance |
|--------------------------|-----------------|--------------------|----------|
| Salaries & Benefits | \$120,000 | \$122,000 | +\$2,000 |
| Educational Materials | \$25,000 | \$20,700 | -\$4,300 |
| Facilities & Maintenance | \$30,000 | \$28,500 | -\$1,500 |
| Utilities | \$10,000 | \$9,700 | -\$300 |
| Other Expenses | \$5,000 | \$6,400 | +\$1,400 |
| Total | \$190,000 | \$187,300 | -\$2,700 |

3. Net Position

| | |
|-------------------|-----------|
| Total Income | \$211,800 |
| Total Expenditure | \$187,300 |
| Surplus / Deficit | \$24,500 |

4. Notes & Remarks

- Government Grants** were slightly below the expected amount due to delayed disbursement.
- Salaries exceeded estimates due to hiring of additional substitute staff during the quarter.
- Expenditure on educational materials was lower owing to bulk purchasing discounts.
- School fundraising did not meet targets, highlighting need for enhanced donor engagement.

This sample report is intended for internal administrative use to help guide financial planning and improve budget tracking practices within educational institutions.