

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.