

How to Read the Auditors Report

Example Department

0000 Department Name	Total Appropriations	Prior Year Encumbrance	Appropriations plus Enc	2009 Encumbrance	2009 Expenditures	Available Appropriations	
7200's Contractual Expenses.....	2,600.00	125.00	2,725.00	250.00	1,225.00	1,250.00	
7300's Materials & Supplies Expenses	3,000.00	75.00	3,075.00	200.00	2,200.00	675.00	
7400's Fixed Expenses.....	12,500.00	0.00	12,500.00	10,000.00	2,500.00	0.00	
7700's Debt Service.....	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00	
01 2600 Insurance	207,500.00	0.00	207,500.00	0.00	207,500.00	0.00	
99 Special Fund - 99	15,700.00	200.00	15,900.00	700.00	1,700.00	13,500.00	Fund Balance 14,200.00

Appropriations for this year

All open purchase orders

Total amount spent this year

Amount available to spend

Open purchase orders from prior years

1/31/2009

Date of the report

Miscellaneous Keys that apply to your department

Funds that apply to your department

This is the balance of the Fund at the close of the month