



## Business Reporting

### Budget vs Actual by Period

**About the report –** This report provides data on Budget, Actual, Variance and Variance percentage for a user specified range of accounts by period. The user can specify the period type (week, month, quarter, year) and a start and end date.

Dates used in filtering must be formatted to the same format used in NAV.

**Modifying this report –** This report can be modified by entering design mode from the Jet tab.

#### General Ledger Budget to Actual by Period

Period Type: Month  
Date Filter: 1/1/2018..6/31/2018  
Run Date: 13/11/2018

Name	Period Ending	01/01/2018				01/02/2018				01/03/2018				01/04/2018			
		Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%
<b>Operating Expenses</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Selling Expenses</b>																	
Advertising		21 541,01	21 026,94	514,07	2%	19 663,19	20 643,96	(980,77)	(5)%	21 350,97	20 862,20	488,77	2%	19 876,80	20 285,70	(408,90)	(2)%
Outsourced Marketing		61 369,14	59 005,21	2 363,93	4%	65 169,44	61 281,01	3 888,43	6%	55 803,60	58 998,10	(3 194,50)	(6)%	55 459,30	58 061,83	(2 602,53)	(5)%
Entertainment and PR		4 696,57	4 803,67	(107,10)	(2)%	4 790,99	4 528,69	262,30	5%	4 945,37	5 182,65	(237,28)	(5)%	4 672,89	4 662,92	9,97	
Sales Promotions		7 206,27	7 356,82	(150,55)	(2)%	7 130,02	6 832,47	297,55	4%	7 480,99	8 022,17	(541,18)	(7)%	7 889,40	7 543,82	345,58	4%
Events		-	-	-	-	599,62	1 085,46	(485,84)	(8)%	1 088,56	1 088,56	-		-	-	-	
Delivery & Shipping		38 310,26	38 498,16	(187,90)		34 632,38	36 909,16	(2 276,78)	(7)%	41 454,79	40 137,16	1 357,63	3%	37 897,49	36 995,16	902,33	2%
<b>Total Selling Expenses</b>		<b>133 123,25</b>	<b>130 690,80</b>	<b>2 432,45</b>	<b>2%</b>	<b>132 254,64</b>	<b>131 280,75</b>	<b>1 103,89</b>	<b>1%</b>	<b>132 164,28</b>	<b>134 290,84</b>	<b>(2 126,56)</b>	<b>(2)%</b>	<b>125 795,88</b>	<b>127 549,43</b>	<b>(1 753,55)</b>	<b>(1)%</b>
<b>Personnel Expenses</b>																	
Wages		89 249,10	102 585,17	(13 336,07)	(15)%	86 481,67	94 001,82	(7 520,15)	(9)%	83 629,92	89 924,64	(6 294,72)	(8)%	96 628,22	103 901,31	(7 273,09)	(8)%
Salaries		292 367,73	324 853,03	(32 485,30)	(11)%	285 705,53	297 672,43	(11 966,90)	(4)%	310 389,88	284 761,36	25 628,52	8%	342 181,66	329 020,83	13 160,83	4%
Vacation Compensation		5 881,56	6 839,02	(957,46)	(16)%	6 580,14	6 266,80	313,34	5%	6 474,58	5 994,98	479,60	7%	7 203,83	6 926,76	277,07	4%
Payroll Taxes		31 801,41	34 195,06	(2 393,65)	(8)%	27 260,53	31 333,94	(4 073,41)	(15)%	32 073,12	29 974,88	2 098,24	7%	37 404,48	34 633,78	2 770,70	7%
Health Insurance		4 667,63	5 129,26	(461,63)	(10)%	4 606,10	4 700,10	(94,00)	(2)%	3 866,77	4 496,24	(629,47)	(16)%	5 039,21	5 195,06	(155,85)	(3)%
Group Life Insurance		32,49	34,20	(1,71)	(5)%	31,63	31,34	(0,31)	(1)%	27,26	29,96	(2,70)	(10)%	33,25	34,64	(1,39)	(4)%
Workers Compensation		31,46	34,20	(2,74)	(9)%	31,03	31,34	(0,31)	(1)%	32,06	29,96	2,10	7%	34,99	34,64	0,35	1%
401k Contributions		7 180,97	6 839,02	341,95	5%	6 078,80	6 266,80	(188,00)	(3)%	5 395,48	5 994,98	(599,50)	(11)%	6 788,22	6 926,76	(138,54)	(2)%
<b>Total Personnel Expenses</b>		<b>431 212,35</b>	<b>480 508,96</b>	<b>(49 296,61)</b>	<b>(11)%</b>	<b>416 834,83</b>	<b>440 304,57</b>	<b>(23 469,74)</b>	<b>(6)%</b>	<b>441 889,07</b>	<b>421 207,00</b>	<b>20 682,07</b>	<b>5%</b>	<b>495 313,86</b>	<b>486 673,78</b>	<b>8 640,08</b>	<b>2%</b>
<b>Computer Expenses</b>																	
Software		2 163,38	2 207,53	(44,15)	(2)%	2 148,69	1 989,53	159,16	7%	1 768,39	2 009,53	(241,14)	(14)%	2 106,94	2 265,53	(158,59)	(8)%
Consultant Services		2 383,32	2 186,53	196,79	8%	2 001,31	2 021,53	(20,22)	(1)%	1 896,37	1 915,53	(19,16)	(1)%	2 081,83	2 238,53	(156,70)	(8)%
<b>Total Computer Expenses</b>		<b>4 546,70</b>	<b>4 394,06</b>	<b>152,64</b>	<b>3%</b>	<b>4 150,00</b>	<b>4 011,06</b>	<b>138,94</b>	<b>3%</b>	<b>3 664,76</b>	<b>3 925,06</b>	<b>(260,30)</b>	<b>(7)%</b>	<b>4 188,77</b>	<b>4 504,06</b>	<b>(315,29)</b>	<b>(8)%</b>
<b>Building Maintenance Expenses</b>																	
Cleaning		741,42	852,21	(110,79)	(15)%	831,26	784,21	47,05	6%	833,46	805,21	28,25	3%	771,21	771,21	-	
Electricity and Heating		2 003,64	2 044,53	(40,89)	(2)%	1 856,19	1 933,53	(77,34)	(4)%	2 159,53	2 159,53	-		2 169,15	2 259,53	(90,38)	(4)%
Repairs and Maintenance		2 208,92	2 026,53	182,39	8%	2 181,13	2 159,53	21,60	1%	1 938,00	2 177,53	(239,53)	(12)%	1 837,03	2 111,53	(274,50)	(15)%
<b>Total Bldg. Maint. Expenses</b>		<b>4 953,98</b>	<b>4 923,27</b>	<b>30,71</b>	<b>1%</b>	<b>4 868,58</b>	<b>4 877,27</b>	<b>(8,69)</b>	<b></b>	<b>4 930,99</b>	<b>5 162,27</b>	<b>(231,28)</b>	<b>(5)%</b>	<b>4 777,39</b>	<b>5 142,27</b>	<b>(364,88)</b>	<b>(8)%</b>
<b>Administrative Expenses</b>																	
Office Supplies		70,07	79,62	(9,55)	(14)%	84,24	89,62	(5,38)	(6)%	71,01	81,62	(10,61)	(15)%	79,95	77,62	2,33	3%
Phone and Fax		2 426,51	2 554,64	(127,73)	(5)%	2 710,91	2 606,64	104,27	4%	2 004,17	2 303,64	(299,47)	(15)%	2 037,76	2 315,64	(277,88)	(14)%
Postage		430,33	439,11	(8,78)	(2)%	456,63	452,11	4,52	1%	397,04	393,11	3,93	1%	407,80	453,11	(45,31)	(11)%
<b>Total Administrative Expenses</b>		<b>2 927,31</b>	<b>3 073,37</b>	<b>(146,06)</b>	<b>(5)%</b>	<b>3 251,78</b>	<b>3 148,37</b>	<b>103,41</b>	<b>3%</b>	<b>2 472,22</b>	<b>2 778,37</b>	<b>(306,15)</b>	<b>(12)%</b>	<b>2 525,51</b>	<b>2 846,37</b>	<b>(320,86)</b>	<b>(13)%</b>
<b>Depreciation of Fixed Assets</b>																	
<b>Other Operating Expenses</b>																	
<b>Total Operating Expenses</b>		<b>576 763,59</b>	<b>623 590,46</b>	<b>(46 826,87)</b>	<b>(8)%</b>	<b>561 489,83</b>	<b>583 622,02</b>	<b>(22 132,19)</b>	<b>(4)%</b>	<b>585 121,32</b>	<b>567 363,54</b>	<b>17 757,78</b>	<b>3%</b>	<b>632 601,41</b>	<b>626 715,91</b>	<b>5 885,50</b>	<b>1%</b>
<b>Net Operating Income</b>		<b>(107 547,82)</b>	<b>(137 115,46)</b>	<b>29 567,64</b>	<b>(27)%</b>	<b>(41 729,73)</b>	<b>(34 074,85)</b>	<b>(7 654,88)</b>	<b>18%</b>	<b>(27 004,48)</b>	<b>(42 309,84)</b>	<b>15 305,36</b>	<b>(57)%</b>	<b>(8 644,16)</b>	<b>(60 726,57)</b>	<b>52 082,41</b>	<b>(603)%</b>
<b>Interest Income</b>																	