

How to Use Your Staff Funding Tracking Report

Tips from Bob Seibert, MPD Team

The Staff Funding Tracking Report summarizes up to three fiscal years of financial data. I like to compare a few trends from one fiscal year to the next. I also like to see how the last several months have gone as well. Here are the main things I check:

- 1 How does my **number of donors** (7th column from left) this year compare to last year, as well as to two years ago? Is the number increasing, decreasing, or staying the same? Check YTD averages as well as the last several months. *In the example below, I have 44 donors so far this year compared to an average of 50 donors last fiscal year.*
- 2 How does this year's **average monthly donor income** (2nd column from left) compare to last year and to two years ago? *In the example below, I have \$5,172 average monthly income so far this year compared to \$4,788 FY Average last year.*
- 3 How does my **year-to-date total donor income** (6th column from right) for the current month compare to donor income in the same month last year and two years ago? *In the example below, I have \$5,172 so far this year compared to \$3,585 in the same month last year.*
- 4 Are my **Reserves** (7th column from right) going up or going down? If my account is in deficit, is that amount increasing or decreasing?
- 5 I ask two questions about my **Support Plan** (3rd column from left):
 1. Is my Support Plan stable, or going up or down?
 2. Is it adequate to care for myself/my family, to anticipate needs in the future, and does it provide the resources needed to allow me to minister most effectively?
- 6 Lastly, I like to see how my **average gift size** compares from year to year. *In the example below, my average gift so far this year is \$118 compared to \$96 last year.*

If you have questions about understanding and using your Tracking Report, please email mpd@navigator.org

FY 2013/2014		5 Monthly					3 Year to Date							
Month	Donor Income	Support Plan	%	Fully Funded Goal	% # Donors	Project(s) Budgeted	Reserves	Donor Income	Support Plan	%	Fully Funded Goal	%	Other Income	
SEP	\$3,585	\$3,553	100	\$6,618	54	44	\$0	\$7,001	\$3,585	3,553	100	\$6,618	54	\$0
OCT	\$7,806	\$3,553	219	\$6,618	117	67	\$0	\$11,069	\$11,391	7,108	160	\$13,236	86	\$0
NOV	\$4,780	\$3,553	133	\$6,618	71	56	\$8,896	\$8,228	\$16,151	10,659	151	\$19,854	81	\$0
DEC	\$6,175	\$3,553	173	\$6,618	93	80	\$6,698	\$8,987	\$22,326	14,212	157	\$28,472	84	\$0
JAN	\$7,275	\$3,553	204	\$6,618	109	51	\$8,896	\$12,455	\$29,601	17,765	166	\$33,090	89	\$0
FEB	\$3,485	\$3,553	99	\$6,618	52	45	\$15,625	\$3,648	\$33,086	21,318	155	\$39,708	83	\$0
MAR	\$3,580	\$3,587	99	\$6,618	54	44	\$15,625	\$3,490	\$36,666	24,905	147	\$46,326	79	\$0
APR	\$4,175	\$3,587	116	\$6,618	63	45	\$15,625	\$4,360	\$40,841	28,492	143	\$52,944	77	\$0
MAY	\$3,850	\$3,587	107	\$6,618	58	48	\$15,625	\$4,655	\$44,691	32,079	139	\$59,562	75	\$0
JUN	\$3,995	\$3,587	111	\$6,618	60	46	\$15,625	\$5,641	\$48,586	35,666	136	\$66,180	73	\$0
JUL	\$5,440	\$3,587	151	\$6,618	82	50	\$15,625	\$7,894	\$54,126	39,253	137	\$72,788	74	\$0
AUG	\$3,335	\$3,587	92	\$6,618	50	42	\$15,625	\$8,052	\$57,461	42,840	134	\$79,418	72	\$0
FY Ave	\$4,788	\$3,570		\$6,618	50		Average gift size:	\$96						

FY 2014/2015		Monthly					Year to Date							
Month	Donor Income	Support Plan	%	Fully Funded Goal	% # Donors	Project(s) Budgeted	Reserves	Donor Income	Support Plan	%	Fully Funded Goal	%	Other Income	
SEP	\$5,172	\$3,751	137	\$4,063	127	44	\$5,580	\$4,027	\$5,172	3,751	137	\$4,063	127	\$0
FY Ave	\$5,172	\$3,751		\$4,063	44		Average gift size:	\$118						