

End of Year Variance Analysis Assignment Instructions

This template should look familiar - please use this to complete the assignment noted below.

1. Prepare a board summary report of your district prior year actuals. This report should include:
 - Spreadsheet summary of variances from last information told to board and final information at year end with narrative explaining the variances
 - Documents to look for:
 - 2007-08 Budget to board – find 2006-07 estimated actuals from this document
 - 2006-07 Actuals (September 15, 2007 document)

If you do not have a district, request your mentor's assistance in finding a suitable district for analysis. Finished assignment due – October 19, 2007 to submit electronically to instructors.

End of year variance analysis due to your mentor by September 30 for mentor review and input. The variance analysis will include a narrative and a summary financial document. The template for the financial report will be provided (will send at later date). Mentor review should be done and rewrites finalized by the October meeting. Mentors are asked to pay particular attention to the narrative and provide input that makes the document “board package ready.” Your rewritten assignment is due at the October meeting.