**Narrative Questions for the Financial Review of APR 2020-2021**

1. Has the organization obtained any long term (greater than 1 year) debt over the past review period?
	* If yes, please state the purpose for the debt.
2. Please explain any large changes in income or expenses over the last review period.  Some examples might include:
	* Addition or termination of employees
	* Significant one-time donations
	* Elimination of a donor source (i.e. revenue received in past years ceases)
	* New phone, computer system or other such capital purchase
3. Is the organization’s actual net income within 15% of budgeted net income?
	* If no, what is the cause?
4. Is the program’s budget for the coming year in alignment/appropriate compared with the previous year’s actual results?
	* Please provide information that would explain large increases or decreases in the coming year’s budget (i.e. anticipated addition to staff, reduction in revenue etc.).
5. Any other insight that would explain any other revenue or expense anomaly that would help the reviewer?

Please return to the appropriate email address with the other required financial information.

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