

**Diocese of La Crosse Catholic Unified School Systems
Accounting Policies and Procedures Manual**

Chapter Fourteen: Reporting

A. Internal Reporting

Following is a suggested list of reports to be used for internal purposes. School specific reports should be added to the list:

REPORT	ISSUED TO	FREQUENCY
Departmental Expenses	Department Heads, President	Monthly
Statement of Activities – By Cost Center (MTD, YTD vs. YTD Budget)	President, Dean, Finance Committee, Diocese, File Copy	Monthly
Statement of Activities – Summary (MTD, YTD vs. YTD Budget) (See Appendix C)	President, Dean, Finance Committee, Diocese, File Copy	Monthly
Statement of Financial Position – Summary (MTD vs. Prior Year) (See Appendix C)	President, Dean, Finance Committee, Diocese, File Copy	Monthly
Statement of Financial Position – Detailed (MTD, YTD vs. YTD Budget)	Finance Committee, President, Dean, File Copy	Monthly
Statement of Financial Position – Detailed (MTD vs. Prior Year)	Finance Committee, President, Dean, File Copy	Monthly
Individual Activity Fund Detail	Activity Coordinator	Monthly

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B. External Reporting

Following is a current list of reports prepared and used for external purposes:

REPORT	ISSUED TO	FREQUENCY
Annual Report	Various	Annually
Food Service Reports (see examples at Appendix A)	Wisconsin Dept of Public Schools	Monthly