

## WHITE PAPER

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### Use of Efficient and Effective Financial Management Tools for Community-Led Organizations

*Sponsored by: Xelay Foundation*

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Santa Cruz Homeless Services Center (HSC) provides critical services to homeless in Santa Cruz county. HSC relies on over 20 grants to fund their programs, with each grant having a specific budget. HSC is at risk of being unable to cover expenses for all services if overspend or underspend the grant budget. HSC has difficulty managing the budgeting and tracking across all their grants as it takes a lot of time to track where they need to charge expenses to. Our goal is to effectively prevent projected over-/under-spending by strategically allocating program expenses to each grant by creating an excel dashboard to view actual + projected spending of grants. The use of visual cues to quickly identify concerns of over/under-spending will result in significant cost savings for the organization.

#### **The summary tab chart is a compilation of all grants**

There are 4 categories of columns:









1. Status
2. Grant Name
3. \$ Amount
4. Total Projected Surplus/Deficit

Status ▾	Grant Name ▾	\$ ▾	Total Projected Surplus/Deficit ▾
Surplus	Great Private Foundation	1500	
	CA State Department	970	
	SC City Services	600	
	Continuum of Care (CoC)	500	
	Family Support Foundation	-80	
	SC County Fund	-110	
	HUD Program Fund	-200	
Deficit	Federal Relief Fund	-500	

### Column 1: Status









When \$ column is sorted by declining value, then:

- Grants listed towards the top = high surplus
- Grants listed towards the bottom = high deficit

Status ▾	Grant Name ▾	\$ ▾	Total Projected Surplus/Deficit ▾
Surplus	Great Private Foundation	1500	
	CA State Department	970	
	SC City Services	600	
	Continuum of Care (CoC)	500	
	Family Support Foundation	-80	
	SC County Fund	-110	
	HUD Program Fund	-200	
Deficit	Federal Relief Fund	-500	









### Column 2: Grant Name

- Name of the grant for that row of data
- We used placeholder grant names for now

Status ▾	Grant Name ▾	\$ ▾	Total Projected Surplus/Deficit ▾
Surplus	Great Private Foundation	1500	
	CA State Department	970	
	SC City Services	600	
	Continuum of Care (CoC)	500	
	Family Support Foundation	-80	
	SC County Fund	-110	
	HUD Program Fund	-200	
Deficit	Federal Relief Fund	-500	


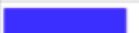





### Column 3: \$ Amount

- Indicates the dollar amount over or under budget
- Sort column by declining value to organize grants by dollar amount
  - Grants with highest surplus will be on top
  - Grants with highest deficit will be on bottom

Status ▾	Grant Name ▾	\$ ▾	Total Projected Surplus/Deficit ▾
Surplus	Great Private Foundation	1500	
	CA State Department	970	
	SC City Services	600	
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	Family Support Foundation	-80	
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### Column 4: Total Projected Surplus/Deficit

- Blue bar visualizes \$ amount of “Total Projected Surplus/Deficit”
- The dollar amount associated is in the column to the left of the bar
- Use these bars to identify which grants are concerns and determine how to re-allocate spending, see example in next slide

Status ▾	Grant Name ▾	\$ ▾	Total Projected Surplus/Deficit ▾
Surplus	Great Private Foundation	1500	
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	SC City Services	600	
	Continuum of Care (CoC)	500	
	Family Support Foundation	-80	
	SC County Fund	-110	
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