

**Fall Executive Committee Meeting**  
**November 5, 2016, Pittsburgh, PA**

**Topic:** Financial Reports Needed to Measure Progress and Support Realignment Efforts

**Background:** Crystle Martin volunteered to examine the organizational plan and determine what financial information and reports are needed to measure progress and support realignment efforts. She has provided the following information below.

**Action Required:** Discussion

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Information needed to measure progress and support realignment efforts:

<b>Data/Report</b>	<b>Currently available</b>	<b>Notes</b>
Revenue by source (incl. seals, events, donations, dues, etc.)	yes	This is tracked in monthly fiscal reports that YALSA receives from Accounting
In budget documentation, reorganize structure to better track true program costs (e.g. assign portions of salaries to specific projects)	yes	This became effective with the FY17 budget
Report that covers any costs associated with having YALSA having a larger presence at different State and Regional Conferences	yes	This is tracked in the “Member Retention/Promotion” portion of the budget
Membership report (incl. tracking membership change over the next three years)	yes	Monthly member reports are provided to Divisions from ALA’s IT Dept.
Continued tracking of Continuing Education costs and revenues, including costs of revamping of CE	yes	CE is monitored via 4 separate sections of the budget: 1) leadership development, 2) e-learning, 3) licensed institutes, 4) online courses
Determine and track costs of new programs like advocacy and leadership efforts	yes	For FY17, two new sections were added to the budget: 1) leadership development, 2) advocacy
Determine and track costs of hiring staff member and/or consultant or revise current staffing model to allow for working on funder/partner development.	no	Perhaps a first step is developing a ‘scope of work’ document in order to determine the type and amount of work that is needed
Financial impact report of the realign existing structures (e.g., committee structure, staffing model), programs	no	How will the number be arrived at? Who will write the report?

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(e.g., CE, conferences), and offerings (e.g., YALSA grants) against the envisioned future.		
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**Developing Reports**

- Some information is supplied directly in the monthly fiscal reports that ALA Accounting provides to units
- ALA Accounting can create some customized reports based on information available in a unit’s budget, such as trend data for a particular revenue stream.
- Some reports may need to be built from scratch, such as the last one listed in the table above

**Questions for consideration**

- Other than what is listed above, is other data or information needed? If so, what?
- Is there any fiscal data that YALSA is not currently tracking but should be in order to have the information the Executive Committee and Board need to monitor organizational plan progress?
- In order to strike the optimal balance of tracking plan progress and member leaders’ capacity, how often can/should the Executive Committee review fiscal reports? Are some needed more often than others?
- What reports should be shared beyond the Executive Committee and to which audience(s) (e.g. the board, a particular committee, the membership)?
- Other? What else?

**Additional Information**

- Reporting Financial Information to the Board, <http://tinyurl.com/hwfnzzw>
- What Board Members Need to Know about Nonprofit Finance and Accounting, <http://tinyurl.com/hj8tf4v>