

# CFO Office Services: Monthly Financial Reporting

## Diversified Financials

### HR Month Ending Package

Expense Description	Operating Expenses (in thousands USD)					
	November YTD 2020			Full Year 2020		
	Actuals	Budget	Variance O/(U)	Actuals/Forecast	Budget	Variance O/(U)
Head Count	8	9	-1	8	9	-1
<b>Head count expense</b>	<b>10,124</b>	<b>11,237</b>	<b>(1,113)</b>	<b>18,934</b>	<b>18,934</b>	<b>-</b>
Base Salary	8,793	9,005	(213)	15,362	15,362	-
Bonuses	735	1,261	(526)	2,077	2,077	-
Employee bonuses	433	959	(526)	1,632	1,632	-
LTI	302	302	-	445	445	-
EIS	-	-	-	-	-	-
Benefits & Taxes	596	971	(375)	1,495	1,495	-
Retirement benefits	27	59	(32)	80	80	-
Welfare expenses	213	604	(391)	998	998	-
Payroll taxes	198	242	(44)	352	352	-
Severance	158	66	92	66	66	-
<b>Travel &amp; Entertainment ("T&amp;E")</b>	<b>3,922</b>	<b>4,947</b>	<b>(1,025)</b>	<b>6,575</b>	<b>8,600</b>	<b>(2,025)</b>
T&E	203	222	(19)	500	500	-
Jet	3,719	4,725	(1,006)	6,075	8,100	(2,025)
<b>Professional Fees</b>	<b>905</b>	<b>1,902</b>	<b>(997)</b>	<b>2,260</b>	<b>3,260</b>	<b>(1,000)</b>
Deal Related	-	-	-	-	-	-
ND Related	905	1,902	(997)	2,260	3,260	(1,000)
<b>Grand Total</b>	<b>15,446</b>	<b>20,752</b>	<b>(5,306)</b>	<b>28,839</b>	<b>39,294</b>	<b>(10,456)</b>

Employee Name/ Expense Type	November YTD 2020			FY 2020		
	Actuals	Budget	Variance	Forecast	Budget	Variance
⊕ Total Jet	3,719,439					
⊕ AA	67,018					
⊕ AC	47,720					
⊕ AE	31,484					
⊕ AG	27,271					
⊕ AF	16,624					
⊕ AB	8,597					
⊕ AH	3,905					
⊕ AJ	105					
⊕ AK	34					
⊕ Total HR	3,922,197	4,947,222	(1,025,026)	6,575,000	8,600,000	(2,025,000)

### Request and Guidelines Provided

- Month Ending Financial Reports
  - Updating Budget vs Actuals template to discuss the department wise variances with the department leads and present a consolidated view of the template with the top management
- Automating Headcount Report
  - Updating and Highlighting month over month changes

### Methodology and Final Deliverable

- Structuring, organizing and cleaning up the data to set up a process to update 16 department's templates in the fastest way possible
- Creating multiple automated files and macros to accelerate the process, avoid miscalculations, involve minimal capacity and enable multiple tasks run parallelly to achieve constricted timelines every month
- Summarizing each department's Financial Report, re-class summary and templates, consolidated view of variances (Budget vs Actuals) and Monthly Automated Headcount Report

Created multiple user-friendly automated templates to minimize manual interventions across the process