

## Town of Beaufort

### Statement of Revenue and Expenditures

#### Key for Column Headings

Revenues and Expenditures are presented by Fund. Revenues for each Fund are presented first, expenditures by department follow. The funds are as follows:

#### 10- General Fund, 11-Fire Fund, 40- Utility Fund

Below is a description of the headings for each column.

**Revenue Account**- revenue account number used in the accounting software system

**Description** – account title and description in the software system. Additional details for each account are found in the Chart of Account handout/file.

**Prior Yr Rev** - total revenue collected for the prior fiscal year

**Anticipated** – amount of revenues anticipated to be collected this year (budgeted amount)

**Current Rev** – amount of revenue collected for the current period  
(current period refer to date range on report header)

**YTD Rev** – total revenue collected to date

**Excess/Deficit** – Anticipated (budgeted amount) less YTD Rev (collected revenue)

**% Real** – YTD Revenue (collected revenue) divided by Anticipated (budgeted amount) expressed as a percentage

**Expend Account** – expenditure account number used in the accounting software system

**Description** - account title and description in the software system. Additional details for each account are found in the Chart of Account handout/file.

**Prior Yr Expd** – total expenditure for the prior fiscal year

**Budgeted** – amount of expenditures to be incurred this fiscal year (budgeted amount)

**Current Expd** – current amount of expenditures incurred for the current period  
(current period – refer to date range on report header)

**YTD Expended** – total expenditures incurred to date

**Encumbered** – Purchase orders for goods or services that have not been received to date

**Balance** – Budgeted less YTD Expended, balance remaining in the account

**% Used** – YTD Expended divided by Budgeted expressed as a percentage