



— GOVERNANCE TEMPLATE —

Monthly Financial Packet Cover Sheet

Financial Education

DOCUMENT	Governance Template
CATEGORY	Financial Education
EDITION	2026
ISSUER	Common Interest Community Standards Council

GOVERNANCE TEMPLATE

Monthly Financial Packet Cover Sheet

SECTION 01

Packet Cover Page

Association	_____
Reporting period	_____
Period closed on	_____
Packet delivered	_____
Delivered to	_____
Prepared by	_____
Reviewed by	_____

SECTION 01

SUMMARY FINANCIAL STATEMENTS

- Balance sheet (statement of financial position) - As of period end - Operating fund column - Reserve fund column (if presented separately) - Sub-fund columns (if applicable) - Comparative prior period column
- Operating income statement - Current period (month-to-date) and year-to-date - Revenue and expense by line item - Period fund change and YTD fund change
- Reserve income statement - Current period and year-to-date - Reserve income (interest, sub-fund interest) - Reserve expense (by capital project line) - Transfer proof (operating-to-reserve inflow) - Reserve fund change

SECTION 02

BUDGET ANALYSIS

- Budget comparison - Current month actual / budget / variance (\$, %) - Year-to-date actual / budget / variance (\$, %) - Annual budget reference column
- 12-month income statement (or annual variance estimate) - Each line item across all twelve months - Closed-month actuals, open-month budget - Total column, annual budget column, variance estimate

SECTION 03

DETAIL AND DRILLDOWN

- General ledger (full) - Chronological by account - Source, department, memo, reference number, debit, credit, running balance
- Accounts receivable past-due report - Every account with non-zero outstanding balance - Account number, status, aging buckets, total - Sorted by balance descending - Total of all delinquent balances at bottom
- Accounts payable check register - Chronological by date - Vendor / payee, check or reference number, amount, memo - Voided checks identified and noted - Total disbursements at bottom
- Bank reconciliation -- expanded detail, by account - One reconciliation per association bank account - G/L balance, statement balance, reconciling items - Cleared items section - Outstanding items section - Voided checks (for transparency) - Reconciler sign-off and date

SECTION 04

SUPPORTING DETAIL

- Cash position summary - Each account, current balance, account type, bank
- Investment statements (for reserve CDs, money markets, sweep programs) - Recent statement period or trade confirmation - Maturity dates for CDs / CDAR / ICS
- Prepaid expense schedule - Insurance, contracts billed in advance - Current period amortization - Remaining balance to amortize
- Accrued expense schedule (if applicable) - Material accruals at period end

SECTION 05

SPECIAL ITEMS (AS APPLICABLE)

- Reserve study reference (most recent edition)
- Capital project tracker (current year) - Project name, planned cost, actual to date, status
- Special assessment tracker (if applicable) - Per-unit allocation, billing schedule, collection
- Audit, review, or compilation report (year of issue)
- Management letter or auditor comments (if any)
- Tax return filings (1120-H or 1120, year of issue)
- Insurance certificates current on file (if board reports)

SECTION 06

BOARD-FACING SUMMARY (RECOMMENDED)

A one-page summary the manager prepares at the front of the packet for board convenience.

Three headline numbers

Operating cash on hand \$ _____ Total AR past-due \$ _____ Period operating fund change \$ _____

Three year-to-date numbers

YTD total operating revenue \$ _____ YTD total operating expense \$ _____ YTD net fund change \$ _____

Three forward-looking notes

Capital projects in next 90 days _____

Special assessment items _____

Insurance / audit / vendor renewal _____

Manager-flagged items for board attention

01 _____

02 _____

03 _____

SECTION 08

Delivery And Confirmation

- Packet posted by target date per management agreement
- Distributed to standing list (board, treasurer, officers)
- Manager available for follow-up within defined window
- Variance follow-up commitments documented (if any)

Delivered by _____

Date _____

Acknowledged by _____

Date _____

SECTION 09

What The Board Verifies At Receipt

- All six sections present and complete
- Balance sheet ties to prior period plus current period fund change
- Every bank account on balance sheet has a corresponding reconciliation
- Reserve income statement (if applicable) present
- AR past-due report present and contains status column
- AP check register present and totals match GL credit activity to cash

No reconciliation flagged as out-of-tie without a management note explaining
A missing component is a finding. Bring it up at the next board meeting or follow up with the
manager directly.

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