

Pirie Community Radio Broadcasters Inc (Trax FM)

Board Outlook and Planning Structure

Timing: Quarterly starting from the first meeting after the AGM

Procedure: The Board will examine the year to date financial reports to examine the following critical information about Pirie Community Radio Broadcasters Inc (Trax FM)'s current status and trends when compared to the last three years:

1. Income – check year to date and anticipated income for the rest of the year.
2. Expenses – check year to date and forecast expenses for the rest of the year. (to do this CashFlow Manager can print out monthly reports in a chart for each financial year.
3. Membership – have we gained or lost members, comparison for previous years.
4. Volunteers – particularly those that do not show up on membership records
5. Fundraising – how is it going.
6. Community trends that impinge on our finances or membership
7. Income and Expenses must allow for grant money on hand and not yet acquitted.

Any other information that may be to hand that could affect our operations and needs to be taken into consideration.

This structure is in addition to the monthly financial reports presented to the Board at the regular meetings.