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A faint, stylized background image of a hand with fingers spread, rendered in a multi-colored, painterly style. The hand is positioned on the left side of the page, with the fingers pointing towards the center.

# **REPORT USER GUIDE**

For Organization Users

Version 1.0

May 2023

# CONTENTS

<b>REPORTS OVERVIEW .....</b>	<b>5</b>
<b>HOW TO USE THE REPORTS.....</b>	<b>6</b>
CORE FUNCTIONALITY .....	6
Available Reports .....	6
Filters .....	7
Tables.....	9
Exporting Data .....	10
<b>FINANCIAL/ STATISTICAL DETAILS AND SUMMARY DATA.....</b>	<b>14</b>
ABOUT THE REPORT .....	14
REPORT DETAILS.....	14
<b>YOUR ORG COMPARISON OF FORM DETAILS .....</b>	<b>19</b>
ABOUT THE REPORT .....	19
REPORT DETAILS.....	19
<b>FINANCIAL AND STATISTICAL DETAILED TREND .....</b>	<b>25</b>
ABOUT THE REPORT .....	25
REPORT DETAILS.....	25
<b>MULTIPLE ORG COMPARISON OF FORM DETAILS .....</b>	<b>31</b>
ABOUT THE REPORT .....	31
REPORT DETAILS.....	31
Helpful Tip .....	35
<b>RECONCILIATION NOTES LIST .....</b>	<b>36</b>
ABOUT THE REPORT .....	36
REPORT DETAILS.....	36
<b>RATIO REPORT .....</b>	<b>38</b>
ABOUT THE REPORT .....	38
REPORT DETAILS.....	38

Table 1 - Calculations.....	41
Table 2 – Ratio Calculations .....	44
<b>LEGEND .....</b>	<b>48</b>
DESCRIPTIVE STATISTICS FOR AGGREGATED DATA.....	48
% of Total.....	48
Base Fiscal Year % and Comparative Fiscal Year % .....	49
% of Group Total .....	49
Total .....	49
Mean (Average) .....	50
Median .....	50
Standard Deviation.....	50
Percentile 25 .....	50
Percentile 75 .....	50
Min .....	50
Max.....	51
Range Max minus Min.....	51
Variance Amount .....	51
Variance % .....	51
Colour and Icon Coding .....	51
Colour Coding - Ratios.....	52
% Var .....	53

## FIGURES

Figure 1 - Report Layout .....	6
Figure 2 - Available Reports Panel .....	7
Figure 3 - Filters Panel and More Filters Panel .....	8
Figure 4 - Filter .....	9
Figure 5 - Table Sort by Column Header .....	10
Figure 6 - Table Sort by More Options .....	10
Figure 7 - Table Export Data .....	11
Figure 8 - Table Export Data Layout Selection .....	12
Figure 9 - Applied Filters .....	12
Figure 10 - Report Layout .....	15
Figure 11 - Filters Panel and More Filters Panel .....	18
Figure 12 - Report Layout .....	20
Figure 13 - Report - Chart View .....	23
Figure 14 - Filters Panel .....	24
Figure 15 - Report Layout .....	26
Figure 16 - Report - Chart View with Individual Line Values .....	28
Figure 17 - Report - Chart View with Totals .....	29
Figure 18 - Filters Panel .....	30
Figure 19 - Report Layout .....	32
Figure 20 - Filters Panel for Organization Users .....	34
Figure 21 - Report Layout .....	36
Figure 22 - Report - Detailed .....	39
Figure 23 - Parameters Selection .....	42
Figure 24 - Report - Comparison .....	43
Figure 25 - Filters Panel for Organization Users .....	47
Figure 26 - Colour and Icon Coding .....	52
Figure 27 - Colour Coding - Ratios .....	52

## REPORTS OVERVIEW

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The *Reports* section of CADAC allows users to run reports on its own organization's data. Using the reports, users can:

- have access to historical data anytime
- analyze financial and statistical data to identify trends
- access national aggregate financial and statistical data

Public reports show aggregate data from all organizations within CADAC. With these public reports, users can compare their data to aggregate data of other organizations.

To protect confidentiality of information, aggregate data is only available when data can be drawn from five or more organizations. This ensures that the aggregate data cannot be identified with specific organizations.

**Note:** The *Reports* section is only for viewing and analyzing data. To enter data in your financial and statistical forms, please go to the *Financial and Statistical Forms* page. For detailed information about completing the financial and statistical forms, please refer to Section 2.2 of the user guide found here:

<https://www.cadac.ca/training/userguides/Using%20CADAC%20as%20an%20Arts%20Organization.pdf>.

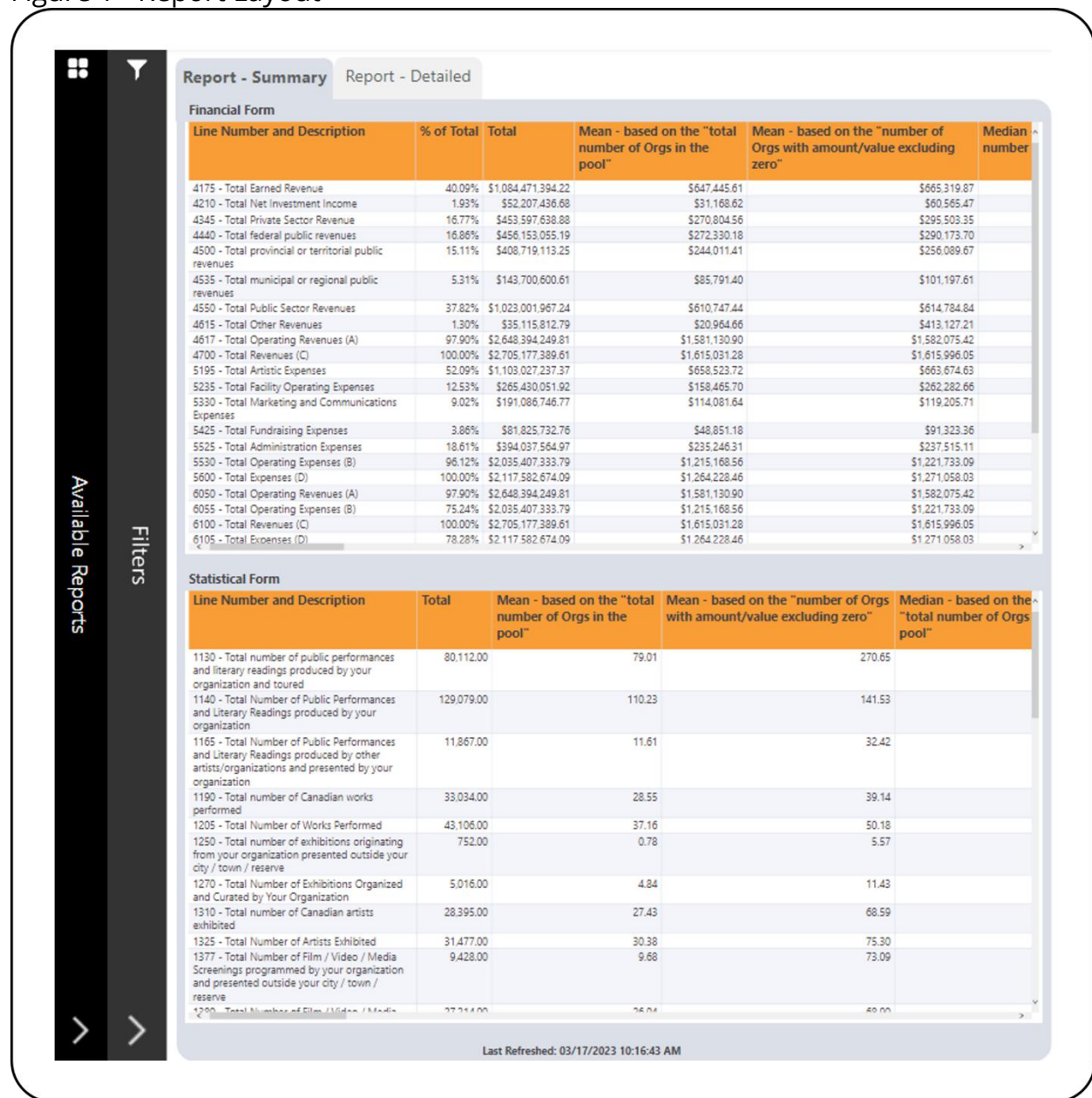
# HOW TO USE THE REPORTS

## CORE FUNCTIONALITY

### Available Reports

For ease of navigation, convenient access to multiple reports is available inside a single reporting view. Each report has an **Available Reports** bar situated on the left (Figure 1).

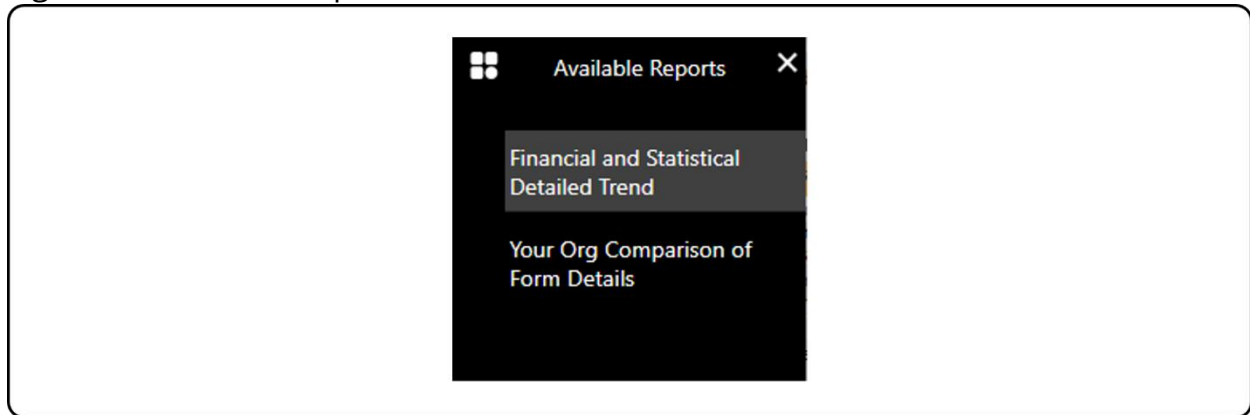
Figure 1 - Report Layout



Click anywhere on the bar and it will open the **Available Reports** panel to show the available reports (Figure 2). You can navigate to different reports using this panel.

To close any of the panel, click on the **X** button.

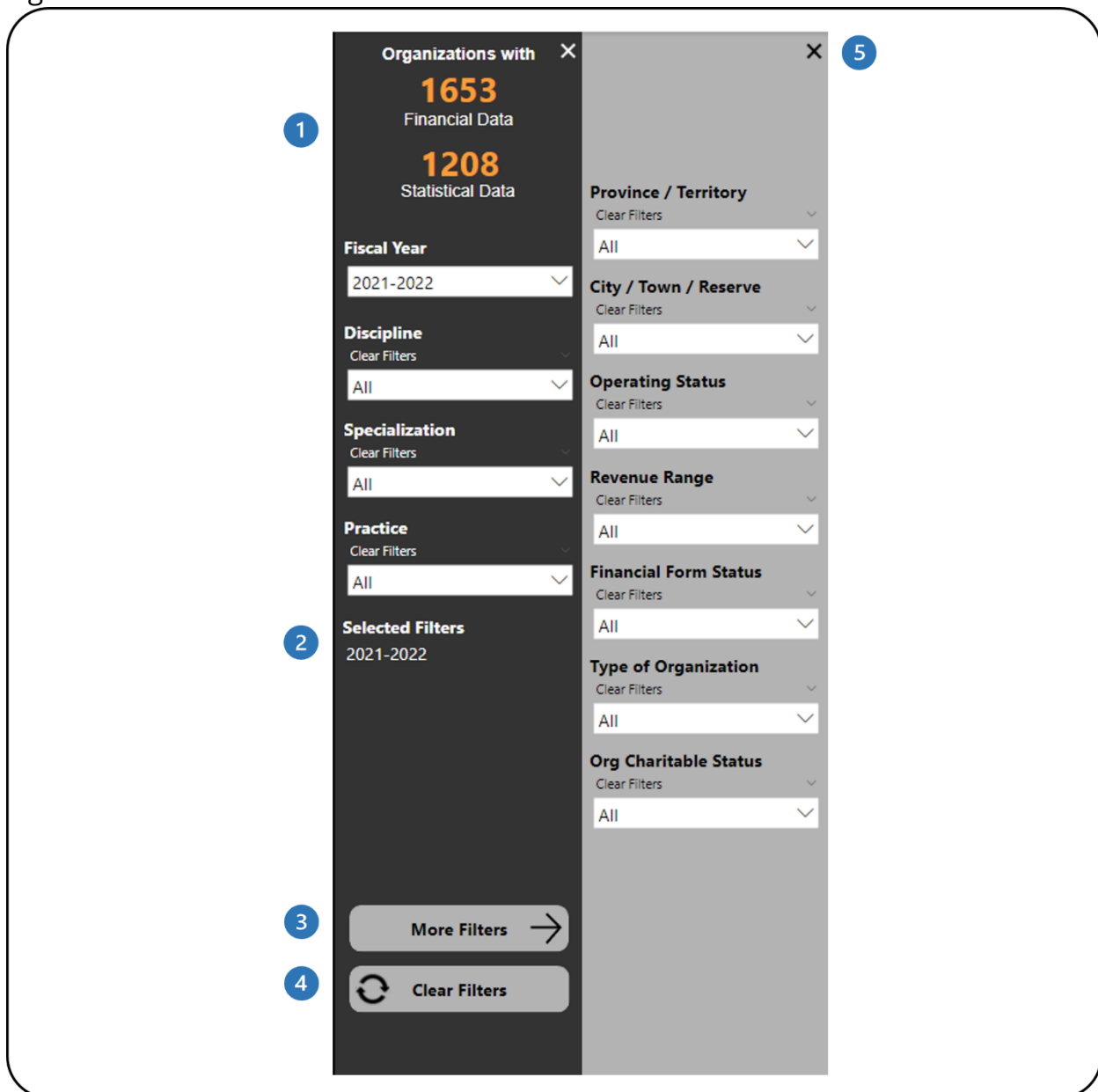
Figure 2 - Available Reports Panel



## Filters

Each report has a **Filters** bar situated on the left, next to the **Available Reports** bar (Figure 1). Click anywhere on that bar and it will open the **Filters** panel to show the available filters (Figure 3). Some reports have additional filters that can be accessed by clicking on the **More Filters** button (Figure 3). To close any of the panels, click on the **X** button.

Figure 3 - Filters Panel and More Filters Panel

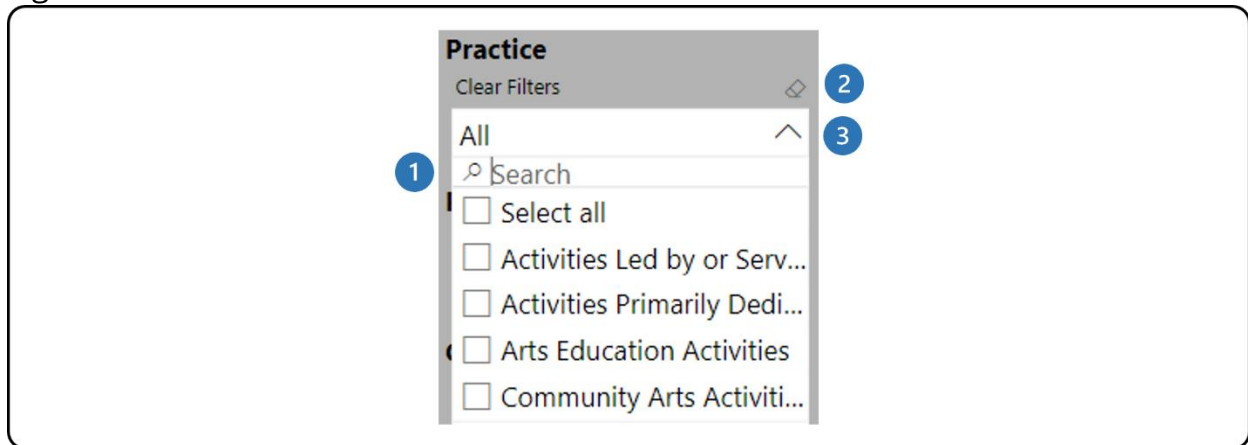


- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.



The **Filters** panel contains filters that allow you to adjust the data (Figure 4). Some filters will allow you to select multiple options and some will only allow you to select one option at a time.

Figure 4 - Filter



- 1 The search box allows you to search through the list of available values by typing in the value you are searching for.
- 2 The eraser icon clears any of the selections you have made in that filter.
- 3 Click on the arrow to close the drop-down list.

**Note:** The **Clear Filters** button does not clear any search entries in the search bar of the filters. The search entry must be manually removed by clicking on the eraser icon in the top right corner of the filter.

## Tables

The tables in the report can be sorted by any of the columns in the table. This can be done in two ways. The first way is to click on the column header to sort the data by that column. When the table is sorted by that column, the column header shows a black arrow (Figure 5).

Figure 5 - Table Sort by Column Header

Financial Form		
Line Number and Description	QA Test Org 01	sktestdec05OrgSuper test Corp.
4175- Total Earned Revenue	\$11	\$444,444
4210- Total Net Investment Income	\$0	\$0
4345- Total Private Sector Revenue	\$0	\$0
4440- Total federal public revenues	\$0	\$0
4500- Total provincial or territorial public revenues	\$0	\$0
4535- Total municipal or regional public revenues	\$0	\$0
4550- Total Public Sector Revenues	\$0	\$0
4615- Total Other Revenues	\$0	\$0
4617 - Total Operating Revenues (A)	\$11	\$444,444

Another way to sort the table data is to click on the **More options** icon in the top right corner. In the menu that appears, click on **Sort by** and choose the desired field for sorting (Figure 6).

Figure 6 - Table Sort by More Options

The screenshot shows a table with columns 'er test Corp.' and 'WHY NOT THEA'. A 'More options' menu is open in the top right corner. The menu includes the following options: Share, Add a comment, Export data, Show as a table, Spotlight, Get insights, Sort descending, Sort ascending, and Sort by. The 'Sort by' option is highlighted, and a sub-menu is visible showing 'Line Number and Description' as the selected sort field. Other options in the sub-menu include 'amount' and '4,052'.

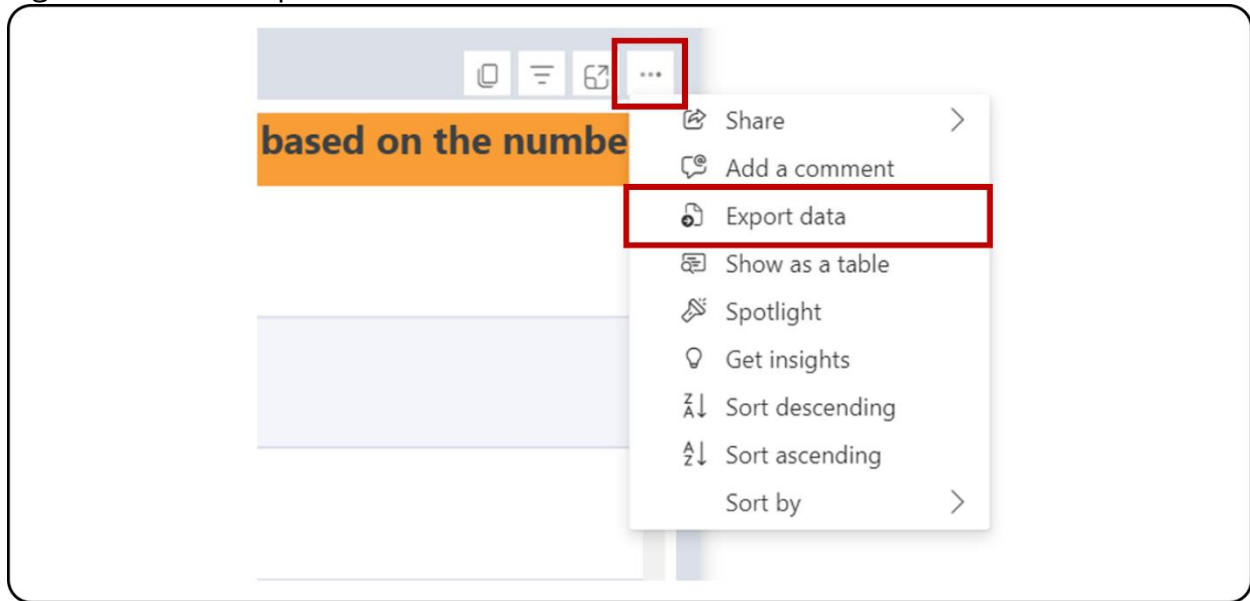
To remove the sorting, click on the **More Options** icon in the top right corner, then **Sort by** and select the field that is sorted, which will have a check mark next to it (Figure 6).

## Exporting Data

The first step is to prepare your data for export by working with the report and applying the necessary filters. Note that you can export data individually for each

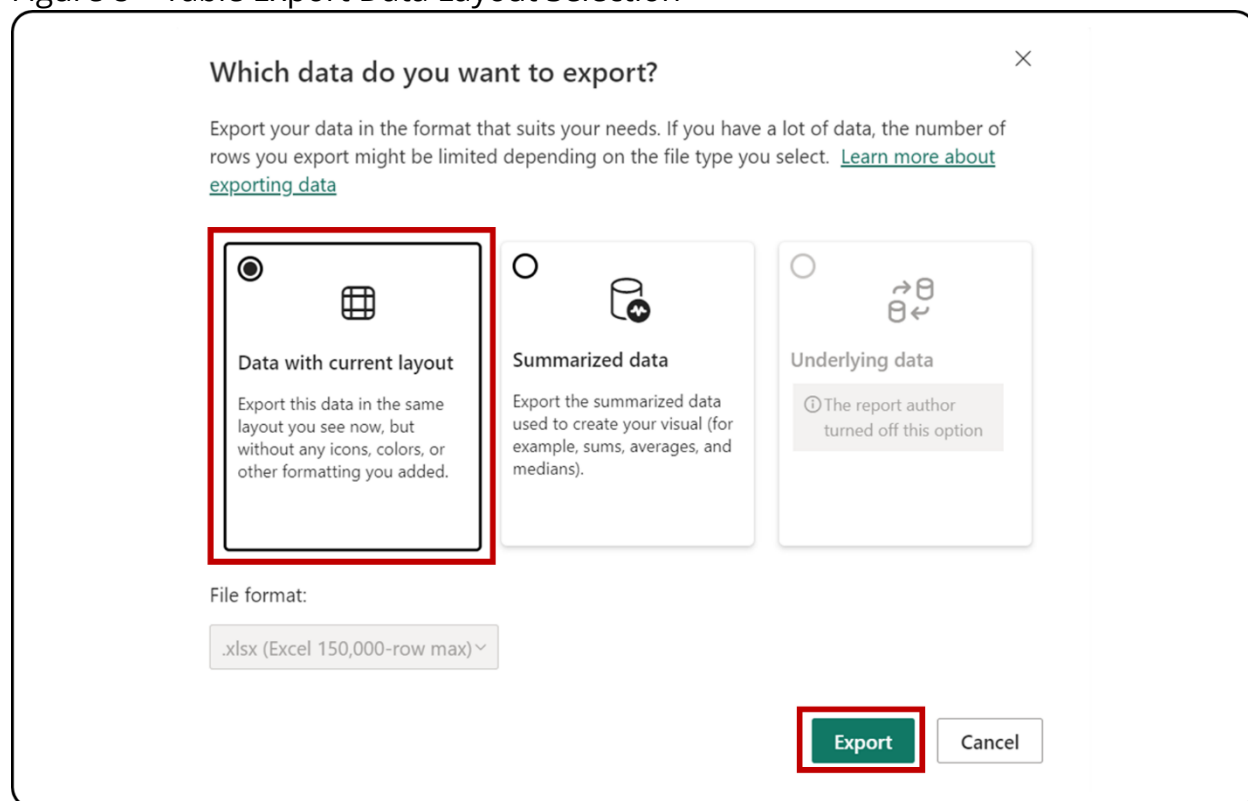
table in the report. Once the table displays the necessary information, click on the **More options** icon in the top right corner. In the menu that appears, click on **Export Data** (Figure 7).

Figure 7 - Table Export Data



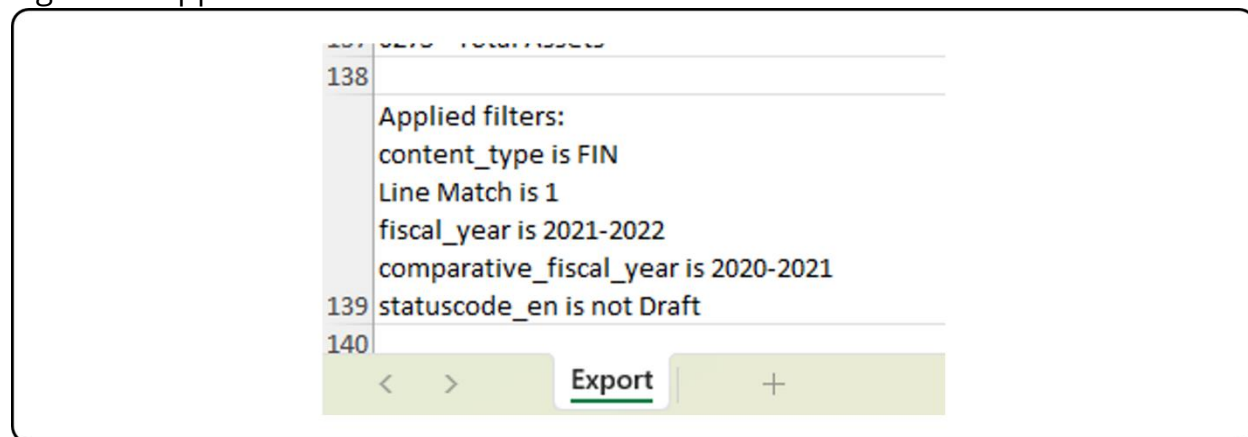
On the page that appears, select the **Data with current layout** option, then click **Export** (Figure 8). Only tables can be exported with the **Data with current layout** option in PowerBI. Exporting charts will only be through Summarized data, which means that the data used for the chart, and not the chart itself, will be exported in Excel.

Figure 8 – Table Export Data Layout Selection



The Excel file with the exported data will show which filters were applied to the table at the bottom of the sheet (Figure 9).

Figure 9 - Applied Filters



**Note:** The export limitation in PowerBI is 150,000 data intersections. For the tables, each row can have 1 or more data intersections, so the exported rows count can be less than 150,000 (i.e., if the table has three data intersections per row, the

maximum row count will be  $150,000 / 3 = 50,000$  rows). The message "Exported data exceeded the allowed volume. Some data may have been omitted." will appear at the footer of the Excel file when the limit is hit. Consider filtering the data to avoid this situation.

# FINANCIAL/ STATISTICAL DETAILS AND SUMMARY DATA

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## ABOUT THE REPORT

The *Financial/Statistical Details and Summary Data* report is comprised of two components: the Financial & Statistical Details and the Financial & Statistical Summary. Each component shows data from organizations based on the filters applied for one fiscal year.

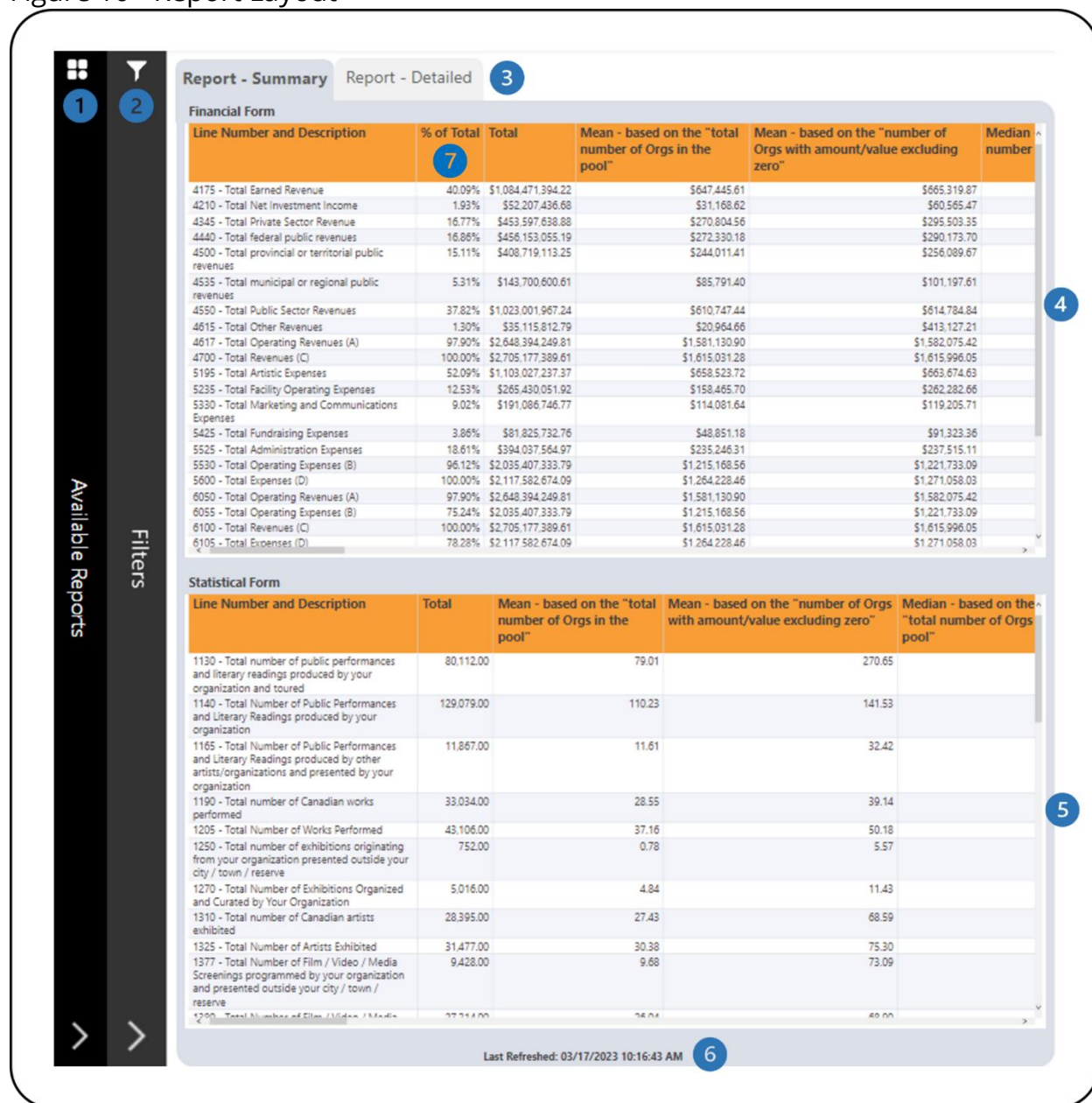
The difference between the Financial/Statistical Details and the Financial/Statistical Summary is that the details component shows every line from the financial and statistical forms, while the summary component only shows sub-total lines from the financial and statistical forms.

## REPORT DETAILS

The *Financial/Statistical Details and Summary Data* report shows aggregated data for all organizations in CADAC for a selected fiscal year (Figure 10).

However, the report will only show data drawn from five or more organizations for confidentiality purposes. This ensures that the aggregate data cannot be identified for specific organizations.

Figure 10 - Report Layout



- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters. There is a **More Filters** button that will open a panel with additional filters.

- 3 There are two tabs – one for **Report – Summary** which shows only sub-total lines in the financial and statistical forms and one for **Report – Detailed** which shows all lines in the financial and statistical forms.
- 4 This is the **Financial Form** table that shows the financial form data for organizations. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Statistical Form** table that shows the statistical form data for organizations. Additional information on the calculations is available in the [Legend](#) section of this document.
- 6 This shows when the data was last refreshed.
- 7 All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

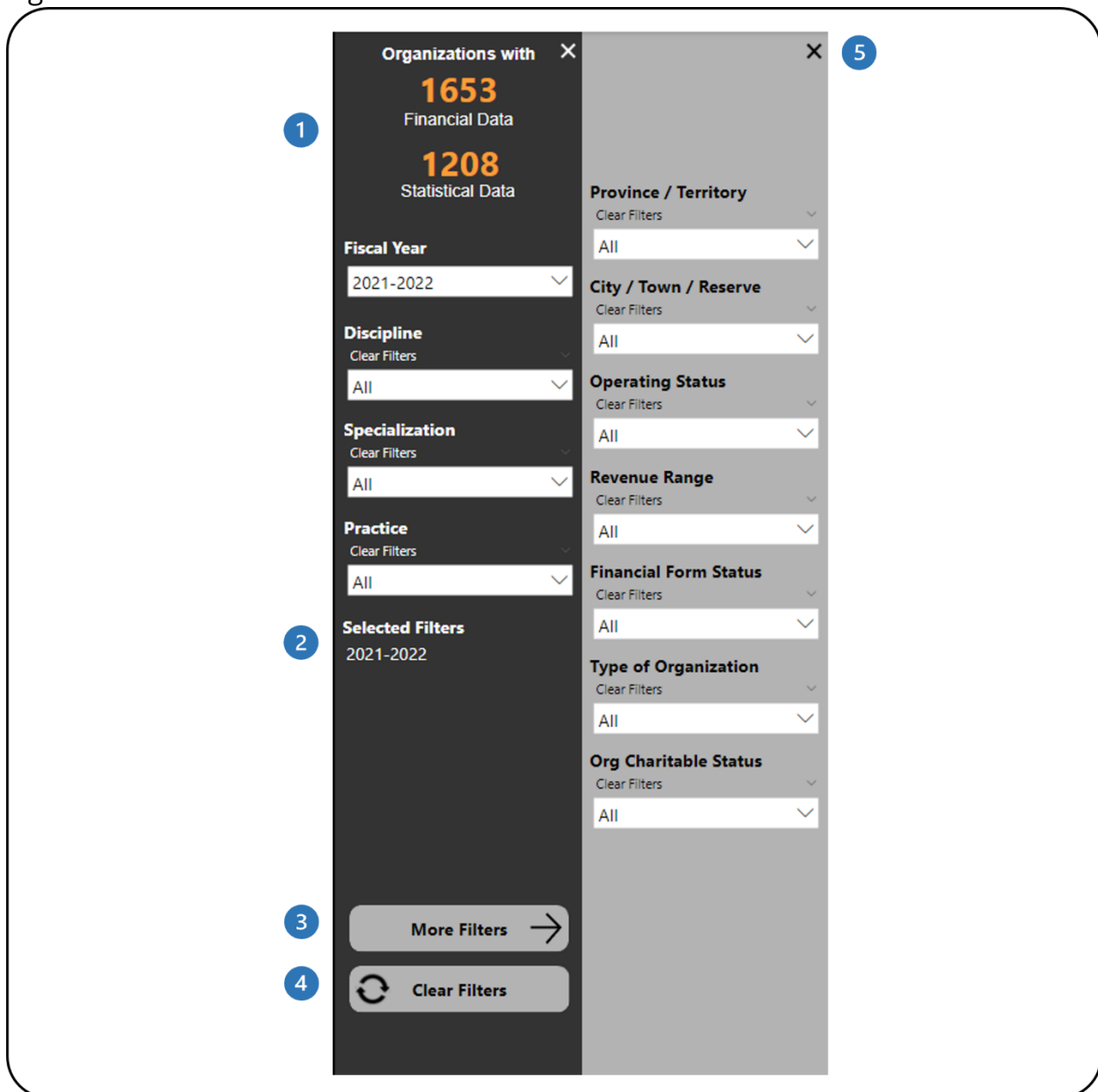
6000	<b>SURPLUS OR (DEFICIT)</b>	
6040	<b>Totals excluding amortization and other adjustments</b>	<b>% of Total</b>
6050	Total Operating Revenues (A)	<b>Compared to 4700</b>
6055	Total Operating Expenses (B)	<b>Compared to 4700</b>
6060	Operating Surplus or (deficit) for the year (A-B)	<b>Compared to 4700</b>
6090	<b>Totals including amortization and other adjustments</b>	
6100	Total Revenues (C)	<b>Compared to 4700</b>
6105	Total Expenses (D)	<b>Compared to 4700</b>
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	<b>Compared to 4700</b>
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	<b>Compared to 4700</b>
6130	Surplus or (deficit) before transfers for the year	<b>Compared to 4700</b>
6135	Interfund transfers	<b>Compared to 4700</b>
6140	<b>Surplus or (deficit) for the year (C)</b>	<b>Compared to 4700</b>
6200	<b>ACCUMULATED SURPLUS OR (DEFICIT)</b>	
6205	Accumulated surplus or (deficit), beginning of year	<b>Compared to 4700</b>
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	<b>Compared to 4700</b>
6210	Surplus or (deficit) for the year (C)	<b>Compared to 4700</b>
6215	<b>Accumulated surplus or (deficit), end of year</b>	<b>Compared to 4700</b>
6250	<b>STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)</b>	
6255	<b>Assets</b>	
6260	Current assets	<b>Compared to 6275</b>



6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	<i>Total Assets</i>	Compared to 4700
<b>6280</b>	<b>Liabilities and net assets</b>	
<b>6285</b>	<b>Liabilities</b>	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
<b>6300</b>	<b>Total Liabilities</b>	Compared to 4700
<b>6305</b>	<b>Net Assets</b>	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
<b>6340</b>	<b>Total Net Assets</b>	Compared to 4700
<b>6345</b>	<b>Total Liabilities and Net Assets</b>	Compared to 4700
6355	Working capital	Compared to 4700

The report has many categories that can be filtered. Open the **Filters** panel for all the available filters (Figure 11). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 11 - Filters Panel and More Filters Panel



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the More Filters panel.

## YOUR ORG COMPARISON OF FORM DETAILS

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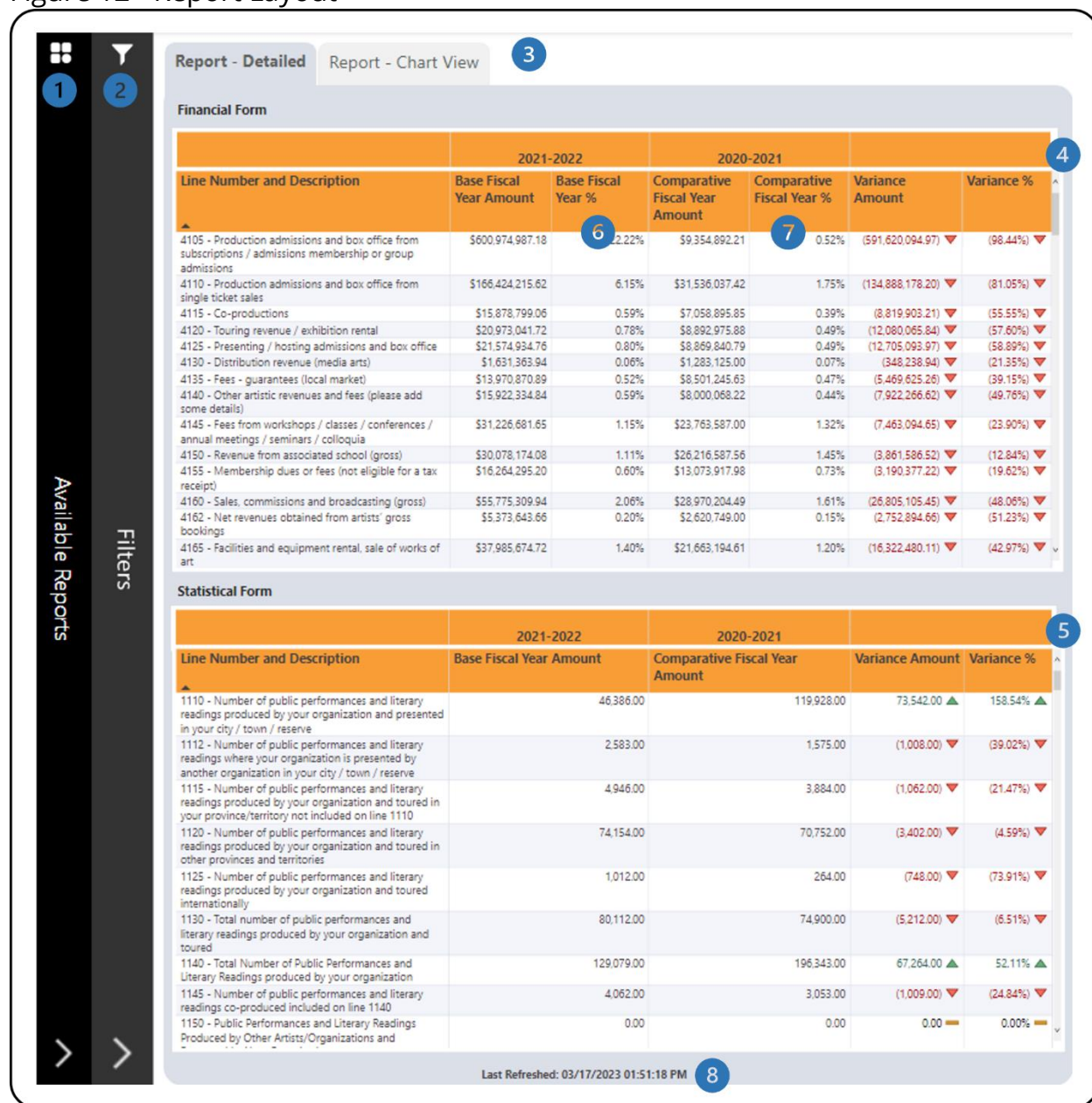
### ABOUT THE REPORT

The *Your Org Comparison of Form Details* report allows users to compare financial and statistical line details for two fiscal years for their organization.

### REPORT DETAILS

The Your Org Comparison of Form Details report compares two fiscal years and shows the data in tables and charts (Figure 12).

Figure 12 - Report Layout



- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters.
- 3 This is the **Report - Detailed** tab which shows all/filtered lines in the financial and statistical forms and the **Report - Chart View** tab which shows totals for revenues, expenses and surplus or deficits.

- 4 This is the **Financial Form** table that shows the financial form data for the base and comparative fiscal years. It also shows the change between the two fiscal years in amount and percent.
- 5 This is the **Statistical Form** table that shows the statistical form data for base and comparative fiscal years. It also shows the change between the two fiscal years in amount and percent.
- 6 For the **Base Fiscal Year %**, all revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

6000	<b>SURPLUS OR (DEFICIT)</b>	
6040	<b>Totals excluding amortization and other adjustments</b>	<b>% of Total</b>
6050	Total Operating Revenues (A)	<b>Compared to 4700</b>
6055	Total Operating Expenses (B)	<b>Compared to 4700</b>
6060	Operating Surplus or (deficit) for the year (A-B)	<b>Compared to 4700</b>
6090	<b>Totals including amortization and other adjustments</b>	
6100	Total Revenues (C)	<b>Compared to 4700</b>
6105	Total Expenses (D)	<b>Compared to 4700</b>
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	<b>Compared to 4700</b>
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	<b>Compared to 4700</b>
6130	Surplus or (deficit) before transfers for the year	<b>Compared to 4700</b>
6135	Interfund transfers	<b>Compared to 4700</b>
6140	<b>Surplus or (deficit) for the year (C)</b>	<b>Compared to 4700</b>
6200	<b>ACCUMULATED SURPLUS OR (DEFICIT)</b>	
6205	Accumulated surplus or (deficit), beginning of year	<b>Compared to 4700</b>
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	<b>Compared to 4700</b>
6210	Surplus or (deficit) for the year (C)	<b>Compared to 4700</b>
6215	<b>Accumulated surplus or (deficit), end of year</b>	<b>Compared to 4700</b>
6250	<b>STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)</b>	
6255	<b>Assets</b>	
6260	Current assets	<b>Compared to 6275</b>
6265	Capital / fixed assets	<b>Compared to 6275</b>
6270	Other assets (please add some details)	<b>Compared to 6275</b>
6275	<b>Total Assets</b>	<b>Compared to 4700</b>
6280	<b>Liabilities and net assets</b>	
6285	<b>Liabilities</b>	

6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
<b>6300</b>	<b>Total Liabilities</b>	<b>Compared to 4700</b>
<b>6305</b>	<b>Net Assets</b>	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
<b>6340</b>	<b>Total Net Assets</b>	<b>Compared to 4700</b>
<b>6345</b>	<b>Total Liabilities and Net Assets</b>	<b>Compared to 4700</b>
6355	Working capital	Compared to 4700

- 7 For the **Comparative Fiscal Year %**, all revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as shown above.
- 8 This shows when the data was last refreshed.

The **Report – Chart View** tab shows totals for revenues, expenses and surplus or deficits (Figure 13). One chart shows totals excluding amortization and other adjustments and the other chart shows totals including amortization and other adjustments. Both charts show values from the financial form.

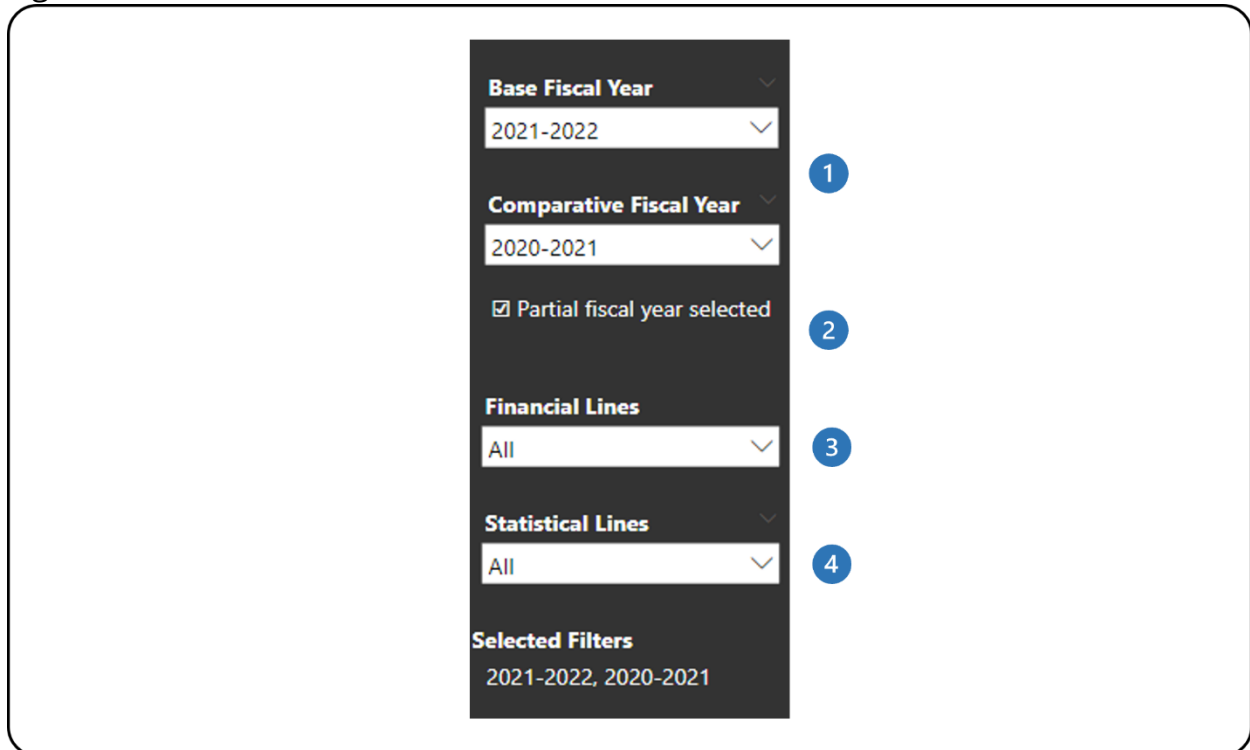
Figure 13 - Report - Chart View



- 1 These are tabs which can be used to navigate to the **Report - Detailed** page or **Report - Chart View** page.
- 2 This is the colour-coded legend that shows which columns in the chart represent the base and comparative fiscal years.
- 3 This is the chart that shows totals excluding amortization and other adjustments. Filtering the financial lines will not affect the chart.
- 4 This is the chart that shows totals including amortization and other adjustments. Filtering the financial lines will not affect the chart.

The report has several filters. Open the **Filters** panel for all the available filters (Figure 14). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 14 - Filters Panel



The screenshot displays a dark-themed 'Filters' panel with the following elements:

- Base Fiscal Year:** A dropdown menu currently showing '2021-2022'. A blue circle with the number '1' is positioned to its right.
- Comparative Fiscal Year:** A dropdown menu currently showing '2020-2021'. A blue circle with the number '2' is positioned to its right.
- Partial fiscal year selected:** A checkbox that is checked, with the text 'Partial fiscal year selected' to its right. A blue circle with the number '2' is positioned to its right.
- Financial Lines:** A dropdown menu currently showing 'All'. A blue circle with the number '3' is positioned to its right.
- Statistical Lines:** A dropdown menu currently showing 'All'. A blue circle with the number '4' is positioned to its right.
- Selected Filters:** A section at the bottom showing the currently selected filters: '2021-2022, 2020-2021'.

- 1 These are the base and comparative fiscal year filters.
- 2 This is an indicator of when a selected fiscal year is a partial fiscal year.
- 3 This is the financial lines filter. Multiple lines can be selected. The default state is all lines.
- 4 This is the statistical lines filter. Multiple lines can be selected. The default state is all lines.



## **FINANCIAL AND STATISTICAL DETAILED TREND**

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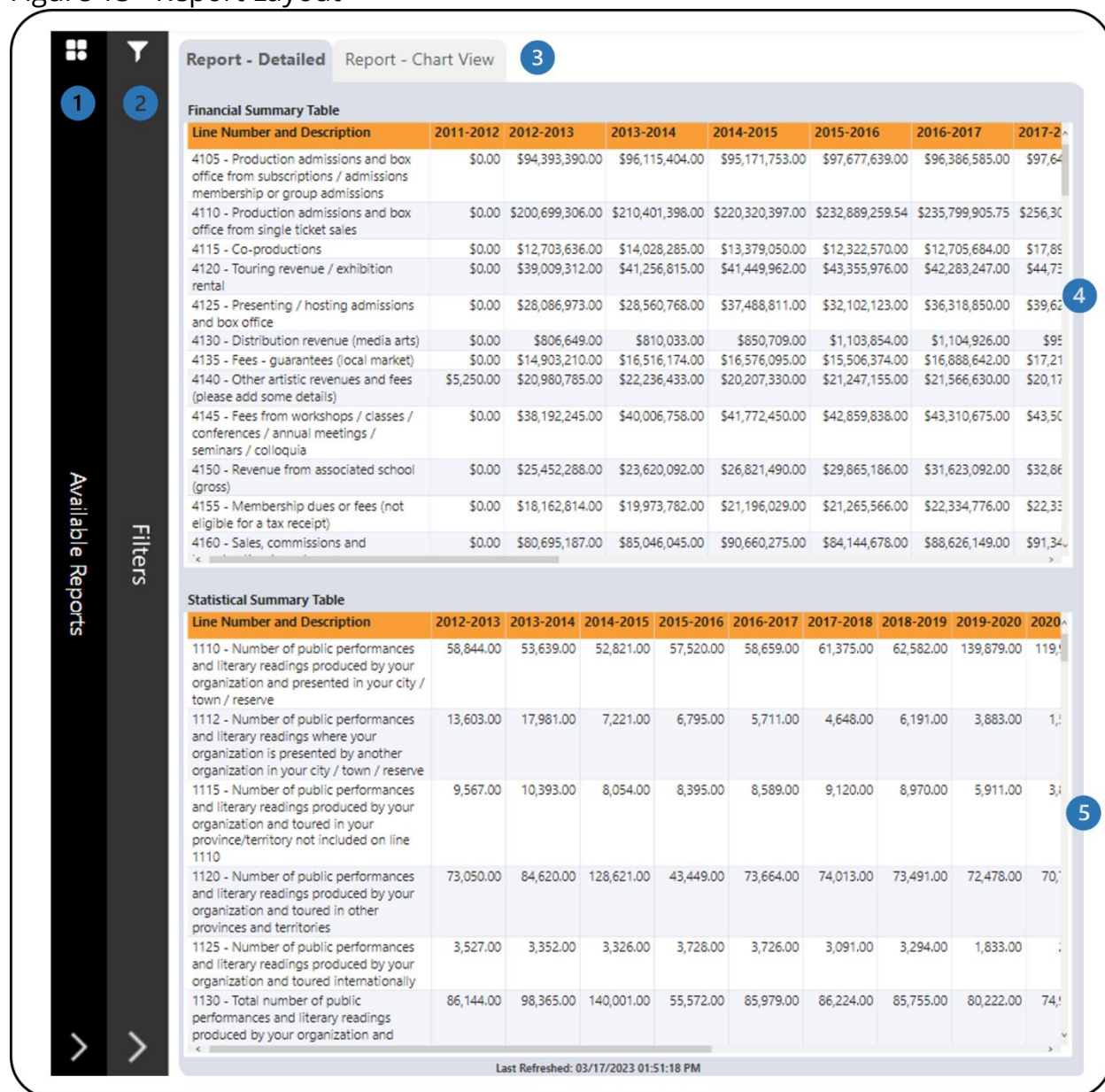
### **ABOUT THE REPORT**

The Financial and Statistical Detailed Trend report shows the trend for financial and statistical line details for two years or more for their organization.

### **REPORT DETAILS**

The Financial and Statistical Detailed Trend report allows you to look at financial and statistical line details for multiple years in both table and chart formats (Figure 15).

Figure 15 - Report Layout



- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters.
- 3 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 4 This is the **Financial Summary Table** that shows aggregated financial line values by fiscal year.

- 5 This is the **Statistical Summary Table** that shows aggregated statistical line values by fiscal year.

The **Report – Chart View** tab has two different sets of charts. One set shows individual line values for financial and statistical forms (Figure 16). The other set shows total including and excluding amortization and other adjustments from financial forms (Figure 17). For the two different sets of charts, users can choose between viewing a line chart or a bar chart.

Figure 16 - Report - Chart View with Individual Line Values



- 1 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 2 This is the **Totals** tab. Clicking on it will navigate to the charts with totals from the financial form.
- 3 The two chart types available are **Line Chart** and **Bar Chart**.
- 4 This is the **Financial Summary Chart**. It shows all/filtered financial lines in a line chart to see the trend through the years.

- 5 This is the **Statistical Summary Chart**. It shows all/filtered statistical lines in a line chart to see the trend through the years.

Figure 17 - Report - Chart View with Totals

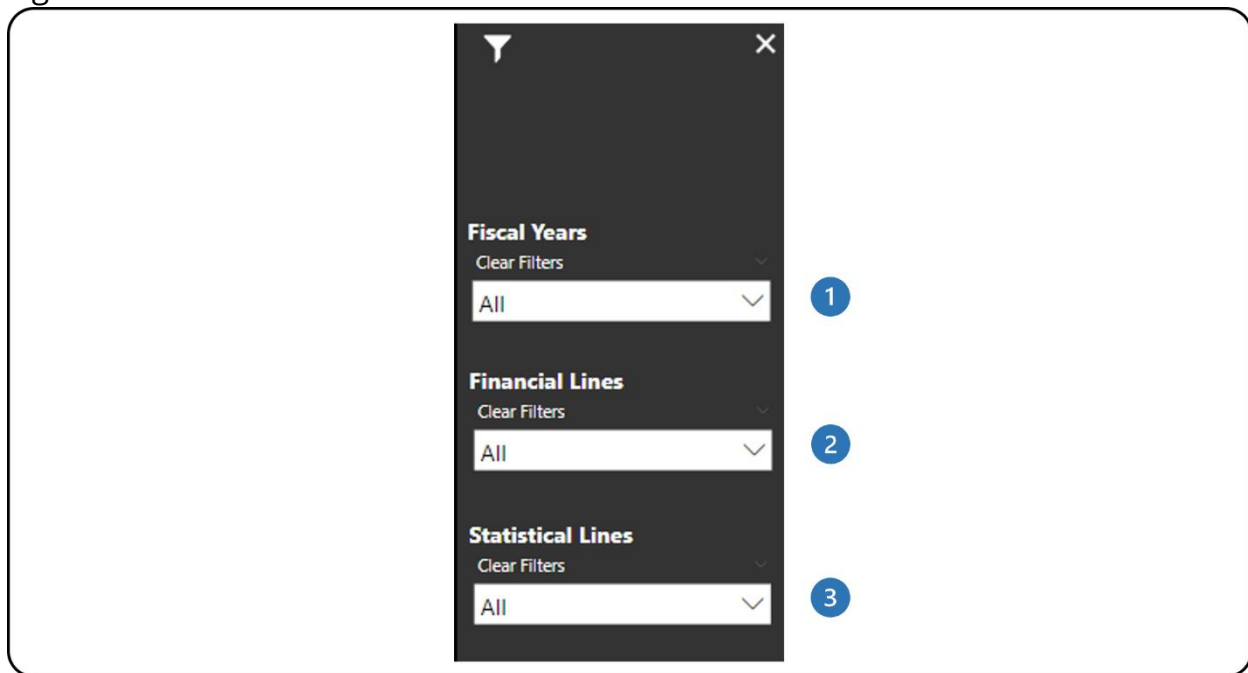


- 1 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 2 This is the **Totals** tab. Clicking on it will navigate to the charts with individual line values.

- 3 The two chart types available are **Line Chart** and **Bar Chart**.
- 4 This is the **Financial Summary Chart** that shows totals excluding amortization and other adjustments from the financial form (lines 4617, 5530, 6060). Filtering the financial lines will not affect the chart.
- 5 This is the **Financial Summary Chart** that shows totals including amortization and other adjustments from the financial form (lines 4700, 5600, 6110). Filtering the financial lines will not affect the chart.

The report has several filters. Open the **Filters** panel for all the available filters (Figure 18). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 18 - Filters Panel



- 1 This is the fiscal year filter. Multiple fiscal years can be selected. The default state is all fiscal years.
- 2 This is the financial lines filter. Multiple lines can be selected. The default state is all lines.
- 3 This is the statistical lines filter. Multiple lines can be selected. The default state is all lines.

## **MULTIPLE ORG COMPARISON OF FORM DETAILS**

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### **ABOUT THE REPORT**

The Multiple Org Comparison of Form Details report allows organization users to compare their financial and statistical line details with a group of organizations for one fiscal year.

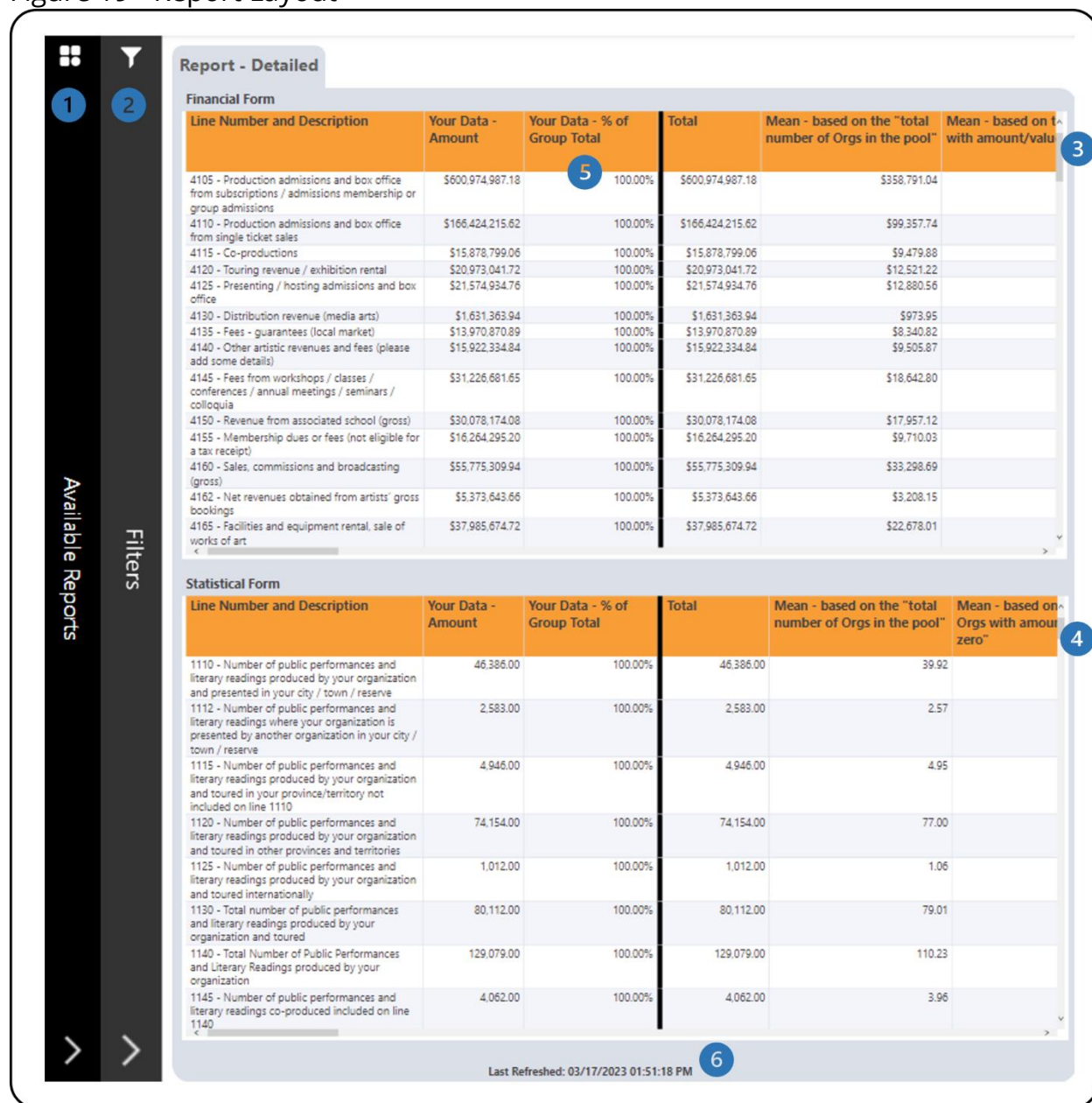
The report shows aggregated data, which means that organization users have access to all organizations in the CADAC system. However, the report will only show data drawn from five or more organizations for confidentiality purposes. This ensures that the aggregate data cannot be identified for specific organizations.

### **REPORT DETAILS**

The Multiple Org Comparison of Form Details report compares the data for the organization user's own organization with the data for a group of organizations (Figure 19).



Figure 19 - Report Layout



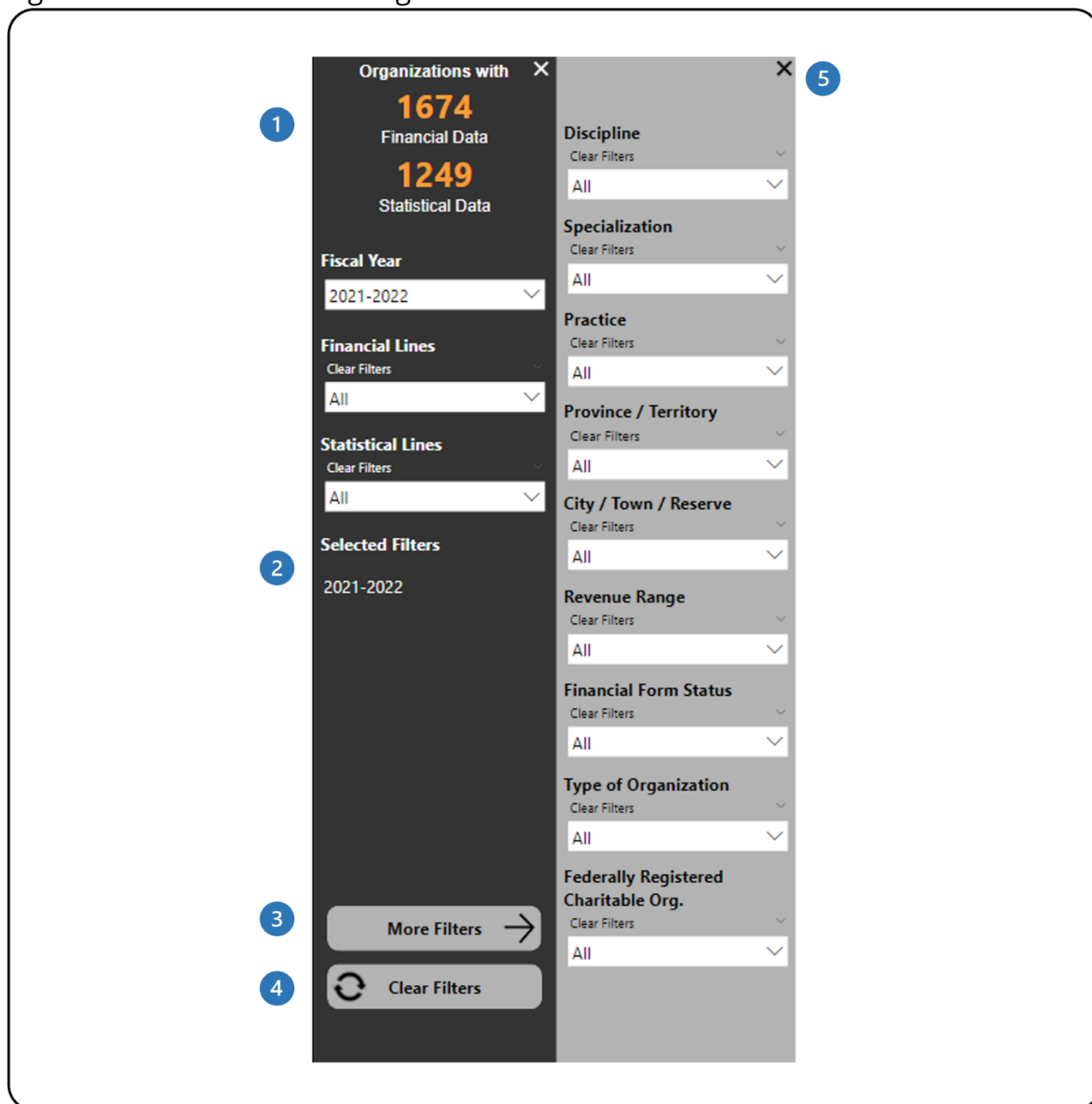
- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters.
- 3 This is the **Financial Form** table that shows the financial form data for the base and comparative fiscal years. Additional information on the calculations is available in the [Legend](#) section of this document.



- 4 This is the **Statistical Form** table that shows the statistical form data for base and comparative fiscal years. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 **Your Data - % of Group Total** for both the financial and statistical forms is calculated by dividing **Your Data - Amount** by the **Total** for all organizations for that line number. More details can be found in the [Legend](#) section of this document.
- 6 This shows when the data was last refreshed.

The report has several filters. Open the **Filters** panel for all the available filters (Figure 20). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 20 - Filters Panel for Organization Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the More Filters panel.

## Helpful Tip

If you want to compare your organization's data to a specific group of organizations' data use these filters:

- Region: Province / Territory or City / Town / Reserve
- Revenue: Revenue Range
- Discipline: Discipline
- Specialization: Specialization
- Practice: Practice

The tables will only show the data for organizations that have been filtered. You can then compare your organization's data to the filtered group of organizations using the **Your Data - % of Total** column, as well as the Group Statistics Data (i.e., mean, median, percentile) for both financial and statistical data.

# RECONCILIATION NOTES LIST

## ABOUT THE REPORT

The *Reconciliation Notes List* report shows users the notes that have been posted within their organization's financial and statistical forms. Organization users can see the communication between CADAC analysts, agencies and organizations for a given line in their financial and statistical forms.

## REPORT DETAILS

The *Reconciliation Notes List* report allows users to look at the content, replies, status, created date and time, and creator of each note (Figure 21).

Figure 21 - Report Layout

The screenshot shows the 'Reconciliation Notes List' report interface. At the top, it says 'Last Refreshed: 03/17/2023 01:51:18 PM' with a callout '1'. On the left is a 'Filters' panel with callout '2' containing dropdowns for 'Fiscal Year', 'Form Type', 'Line Number', and 'Note Status'. The main table has callout '3' on the header 'Fiscal Year', callout '4' on the header 'Line Number and Description', callout '5' on the header 'Note', callout '6' on the header 'Number of Replies', and callout '7' on the header 'Reply #1'. The table contains several rows of data with notes and replies.

Fiscal Year	Line Number and Description	Note	Number of Replies	Reply #1
2021-2022		Update to \$0 -Karim Talaat, 03/29/2023 11:20 AM	0	
2021-2022		Update to \$70,728. -Karim Talaat, 03/30/2023 1:31 PM	0	
2021-2022		Update too \$60,000 and add note "Reopening fund" -Karim Talaat, 03/27/2023 2:10 PM	0	
2020-2021	1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	test -Muna Abaza, 02/24/2023 6:46 PM	1	org reply on Agency not -sktestdec05OrgSuper ti (Published)
2021-2022	1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	MA From Agency to or. Review -Muna Abaza, 12/08/2022 6:56 PM	1	MA Org 2 agency. Corre -MA Test Org 2 Dec 07, (Published)
2022-2023	1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	with maggie april 25, 2023 as agency for statistical -Muna Abaza, 04/25/2023 8:32 PM	1	with maggie april 25, 20 -QA TestOrg09ORG SUPEI 04/25/2023 8:33 PM (Pu
2023-2024	1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	2nd Note from Testing Agency -TestingAgency SupervisorRoleNotPrimary, 12/13/2022 1:15 AM	1	Resolving this note -TestingAgency Supervis 12/13/2022 1:15 AM (Pu
2023-2024	1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	Note from Testing Agency -TestingAgency SupervisorRoleNotPrimary, 12/13/2022 1:14 AM	0	
2022-2023	1112 - Number of public performances and literary readings where your organization is presented by another	with maggie april 25, 2023 as agency to resolve for statistical -Muna Abaza, 04/25/2023 8:32 PM	0	

- 1 This shows when the data was last refreshed.
- 2 This is the **Filters** panel. Users can filter the report by applying filters to different categories.
- 3 This is the **Line Number and Description** column that shows the specific line the note is associated with.

- 4 This is the **Note** column that shows the content, creator, and created date and time of the note.
- 5 This is the **Number of Replies** column that shows the total number of replies to the note.
- 6 This is part of the **Reply** columns that show the content, creator, and created date and time of the replies to the note.

## **RATIO REPORT**

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### **ABOUT THE REPORT**

The ratio report shows financial data, statistical data, and ratios for all available fiscal years. This report also allows users to compare their organization's financial data with a group of organizations for one fiscal year.

The report shows aggregated data, which means that organization users have access to all organizations in the CADAC system. However, the report will only show data drawn from five or more organizations for confidentiality purposes. This ensures that the aggregate data cannot be identified for specific organizations.

### **REPORT DETAILS**

The Ratio report allows users to look at the financial and statistical data of their organization (Figure 22) and compare their organization's data with the group data (Figure 24).

Figure 22 - Report - Detailed

The screenshot displays the 'Report - Detailed' interface. On the left, a vertical sidebar contains the 'Available Reports' button (1) and the 'Filters' button (2). The main content area has two tabs: 'Report - Detailed' (3) and 'Report - Comparison'. A 'Parameters Selection' dropdown (4) is located at the top right of the main area. The 'Financial Form' (5) section includes a table with columns for Fiscal Year, Form Status, Partial Fiscal Year, and Line Number and Description. The table shows data for 2018-2019, 2019-2020, 2020-2021, and 2021-2022. A callout (10) points to the 'Form Status' column. The 'Statistical Form' (6) section includes a table with columns for Fiscal Year, Form Status, Partial Fiscal Year, and Line Number and Description. The table shows data for 2019-2020. The 'Considerations' (7) section includes a table with columns for 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024, and 2025-2026. The 'Average Total Revenues' (8) section includes a table with columns for Previous 2 Locked Fiscal Years and Locked Selected Fiscal Year, and Previous 3 Locked Fiscal Years from Selected Fiscal Year. A callout (9) points to the 'Last Refreshed' timestamp at the bottom right.

**Financial Form**

Fiscal Year	2018-2019	2019-2020	2020-2021	2021-2022
Form Status	Locked	Locked	Revise	Submitted
Partial Fiscal Year	No	No	No	No
Line Number and Description	Total %	Total % % Var	Total % % Var	Total % % Var
4175 - Total Earned Revenue	\$26.00 35.14%	\$26.00 35.14% 0.00%	\$31.00 0.14%	\$333.00
4210 - Total Net Investment Income	\$2.00 2.70%	\$2.00 2.70% 0.00%	\$2.00 0.01%	\$250.00
4345 - Total Private Sector Revenue	\$14.00 18.92%	\$14.00 18.92% 0.00%	\$412.00 1.83%	\$2,000.00
4440 - Total federal public revenues	\$8.00 10.81%	\$8.00 10.81% 0.00%	\$22,006.00 97.83%	\$55,500.00
4500 - Total provincial or territorial public revenues	\$14.00 18.92%	\$14.00 18.92% 0.00%	\$14.00 0.06%	\$0.00
4535 - Total municipal or regional public revenues	\$4.00 5.41%	\$4.00 5.41% 0.00%	\$4.00 0.02%	\$0.00

**Statistical Form**

Fiscal Year	2019-2020
Form Status	Submitted
Partial Fiscal Year	No
Line Number and Description	Total % Var
1140 - Total Number of Public Performances and Literary Readings produced by your organization	20.00
1435 - Total Number of Public Activities	20.00
1545 - Total Attendance at Public Performances and Literary Readings produced by your organization	11.00
1705 - Total Attendance/ Participants	11.00
2425 - Total Number of Volunteers	10.00

**Considerations**

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2025-2026
Consideration 1. Annual surplus/deficit (6140) as % of Annual total revenues (4700)	16.22%	16.22%	99.68%	40.43%	100.00%	100.00%	100.00%
Consideration 2. Accumulated surplus/deficit (6215) as % of Annual total revenues (4700)	16.22%	32.43%	99.79%	79.08%	20789.19%	183.07%	1219.37%
Consideration 3. Unrest. net assets (6310) as % of Annual total revenues (4700)	18.92%	37.84%	0.19%	0.00%	900.90%	0.00%	0.00%
Consideration 4. Unrest. net assets (6310) plus Int. designated funds (6320) as % of Annual total revenues (4700) or ((6310+6320)/4700)	18.92%	37.84%	0.19%	0.00%	900.90%	0.00%	0.00%
Consideration 5. Working capital ratio (6360)	1.88	15.00	6.25	0.00	0.00	0.00	0.00
Consideration 6. Debt to asset ratio (6300)/(6275)	0.53	0.07	0.16		0.00		

**Average Total Revenues**

Fiscal Years	Previous 2 Locked Fiscal Years and Locked Selected Fiscal Year	Previous 3 Locked Fiscal Years from Selected Fiscal Year
Average total revenues	2021-2022, 2019-2020, 2020-2021	2019-2020, 2018-2019, 2020-2021
60% of total revenues	\$74.00	\$74.00
25% of total revenues	\$44.40	\$44.40
	\$18.50	\$18.50

Last Refreshed: 05/30/2023 01:32:12 AM

- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters. There is a **More Filters** button that will open a panel with additional filters.
- 3 There are two tabs – one for **Report – Detailed** which shows financial data, statistical data, considerations, and average total revenues and one for

**Report – Comparison** which shows the ratios of the organization’s financial forms and the group statistics for all/filtered organizations within CADAC.

- 4 This is the **Parameters Selection** panel. Clicking on it will open the panel that allows users to define the parameters for the considerations (Figure 23).
- 5 This is the **Financial Form** table that shows the Total (line amount), % (see #10 in this table), and % Var (percent change between the fiscal year value and the previous fiscal year’s value). Additional information on the calculations is available in the [Legend](#) section of this document.
- 6 This is the **Statistical Form - Calculations** table that shows Total (line amount) and % Var (percent change between the fiscal year value and the previous fiscal year’s value). Additional information on the calculations is available in the [Legend](#) section of this document.
- 7 This is the **Considerations** table that shows various calculations using financial form data. Details on the calculations can be found in **Table 1**.
- 8 This is the **Average Total Revenues** table that shows the averages of the total revenue of three fiscal years.
- 9 This shows when the data was last refreshed.
- 10 All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

6000	<b>SURPLUS OR (DEFICIT)</b>	
6040	<b>Totals excluding amortization and other adjustments</b>	<b>% of Total</b>
6050	Total Operating Revenues (A)	<b>Compared to 4700</b>
6055	Total Operating Expenses (B)	<b>Compared to 4700</b>
6060	Operating Surplus or (deficit) for the year (A-B)	<b>Compared to 4700</b>
6090	<b>Totals including amortization and other adjustments</b>	
6100	Total Revenues (C)	<b>Compared to 4700</b>
6105	Total Expenses (D)	<b>Compared to 4700</b>
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	<b>Compared to 4700</b>
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	<b>Compared to 4700</b>
6130	Surplus or (deficit) before transfers for the year	<b>Compared to 4700</b>
6135	Interfund transfers	<b>Compared to 4700</b>
6140	<b>Surplus or (deficit) for the year (C)</b>	<b>Compared to 4700</b>
6200	<b>ACCUMULATED SURPLUS OR (DEFICIT)</b>	
6205	Accumulated surplus or (deficit), beginning of year	<b>Compared to 4700</b>



6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700
6210	Surplus or (deficit) for the year (C)	Compared to 4700
6215	<b>Accumulated surplus or (deficit), end of year</b>	<b>Compared to 4700</b>
6250	<b>STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)</b>	
6255	<b>Assets</b>	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	<i>Total Assets</i>	Compared to 4700
6280	<b>Liabilities and net assets</b>	
6285	<b>Liabilities</b>	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
6300	<b>Total Liabilities</b>	Compared to 4700
6305	<b>Net Assets</b>	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
6340	<b>Total Net Assets</b>	Compared to 4700
6345	<b>Total Liabilities and Net Assets</b>	<b>Compared to 4700</b>
6355	Working capital	Compared to 4700

The following table shows the calculations for the **Financial Form** table from Figure 22.

**Table 1 - Calculations**

Name	Calculation (Line Numbers)
Consideration 1. Annual surplus/deficit (6140) as % of Annual total revenues (4700)	6140/4700
Consideration 2. Accumulated surplus/deficit (6215) as % of Annual total revenues (4700)	6215/4700
Consideration 3. Unrest. net assets (6310) as % of Annual total revenues (4700)	6310/4700

Consideration 4. Unrest. net assets (6310) plus Int. designated funds (6320) as % of Annual total revenues (4700) or ((6310+6320)/4700)	(6310+6320)/4700
Consideration 5. Working capital ratio (6360)	6360 (6260/6290)
Consideration 6. Debt to asset ratio (6300)/(6275)	6300/6275

The **Parameters Selection** panel allows users to define their own parameters for the considerations (Figure 23). Users can enter values in decimal format in the boxes or use the sliders. This will affect the colour coding of the **Considerations** table in Figure 22.

Figure 23 - Parameters Selection

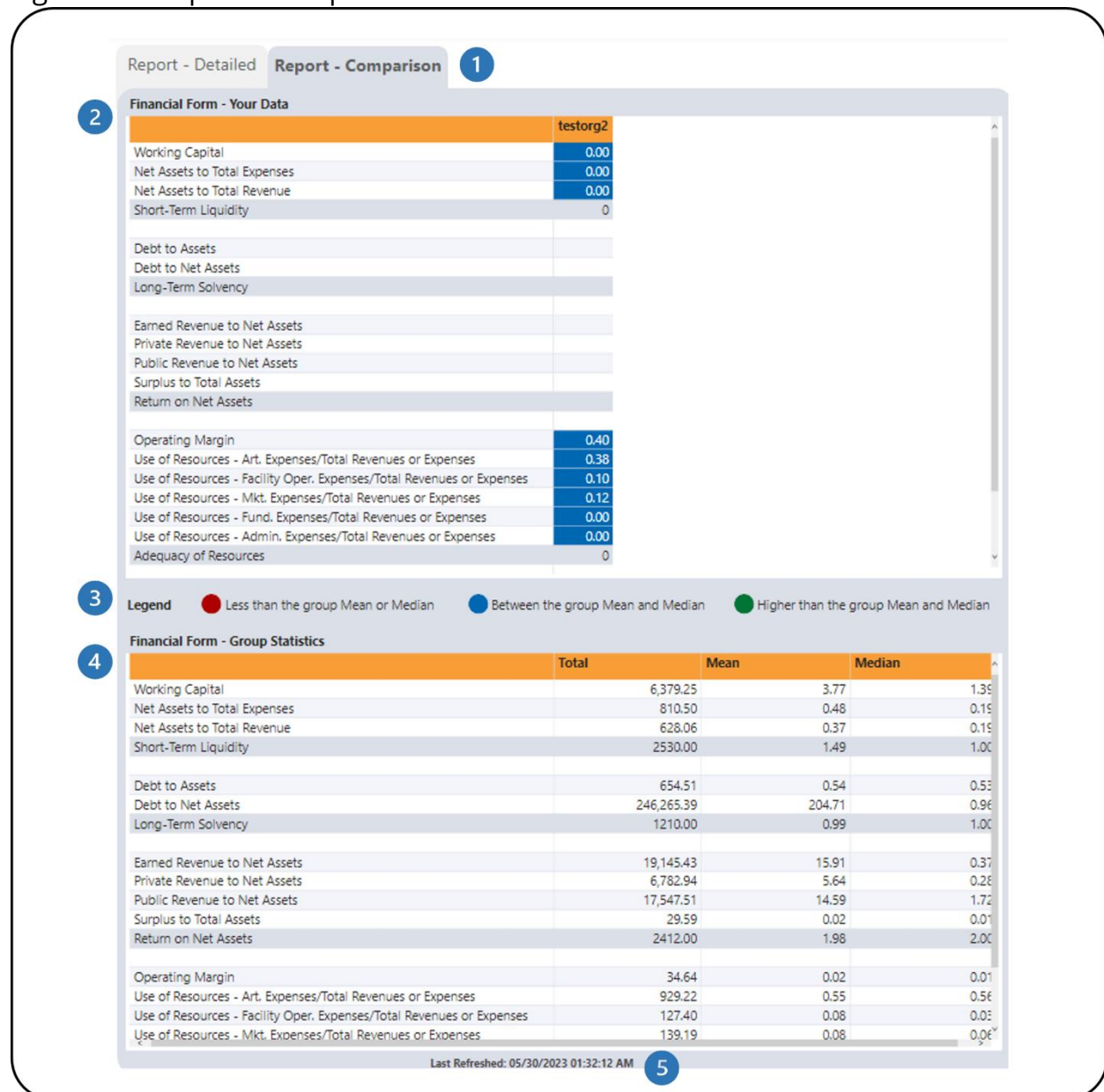
The screenshot shows the 'Parameters Selection' panel with six considerations. Each consideration has a legend with three color-coded ranges (green, yellow, red) and a control with a slider and input boxes. A 'Reset Parameters' button is at the bottom right.

- Consideration 1:** Legend:  $X \geq 0\%$  (surplus) (green),  $-10\% \leq X < 0\%$  (deficit up to 10%) (yellow),  $X < -10\%$  (deficit greater than 10%) (red). Control: Slider from -10% to 0%.
- Consideration 2:** Legend:  $X \geq 0\%$  (accumulated surplus) (green),  $-10\% \leq X < 0\%$  (accumulated deficit up to 10%) (yellow),  $X < -10\%$  (accumulated deficit greater than 10%) (red). Control: Slider from -10% to 0%.
- Consideration 3:** Legend:  $X \geq 0\%$  (positive unrest. net assets) (green),  $-25\% \leq X < 0\%$  (unrest. net assets up to negative 25%) (yellow),  $X < -10\%$  (unrest. net assets greater than negative 25%) (red). Control: Slider from -25% to 0%.
- Consideration 4:** Legend:  $X \leq 25\%$  (green),  $X > 25\%$  (yellow). Control: Slider with 25% input box.
- Consideration 5:** Legend:  $X \geq 1.5$  (green),  $1.5 > X \geq 0.8$  (yellow),  $X < 0.8$  (red). Control: Slider from 0.80 to 1.50.
- Consideration 6:** Legend:  $X \leq 1.0$  (green),  $1.2 \geq X > 1.0$  (yellow),  $X > 1.2$  (red). Control: Slider from 1.00 to 1.20.

To define your own parameters, enter values in the boxes as decimal numbers (i.e., for 25% enter 0.25) or use the sliders. To reset the parameters to the default values, click on the Reset Parameters button.

- 1 Each consideration has its own parameter selection tool and legend.
- 2 This button will close the **Parameters Selection** panel.
- 3 This button reset all parameters that have been applied back to the default values.

Figure 24 - Report - Comparison



- 1 There are two tabs – one for **Report – Detailed** which shows financial data, statistical data, considerations, and average total revenues and one for **Report – Comparison** which shows the ratios of the organization’s financial forms and the group statistics for all/filtered organizations within CADAC.
- 2 This is the **Financial Form** table that shows various ratios using financial form data. Please refer to **Table 2** below for detailed information on the calculations in this table.

- 3 This is the **Legend** that indicates the colour coding in the Financial Form table. Additional information on the colour coding is available in the [Legend](#) section of this document.
- 4 This is the **Financial Form – Group Statistics** table that shows the total, mean, and median for all/filtered organizations within CADAC.
- 5 This shows when the data was last refreshed.

The following table shows the calculations for the **Financial Form** table from Figure 24.

**Table 2 – Ratio Calculations**

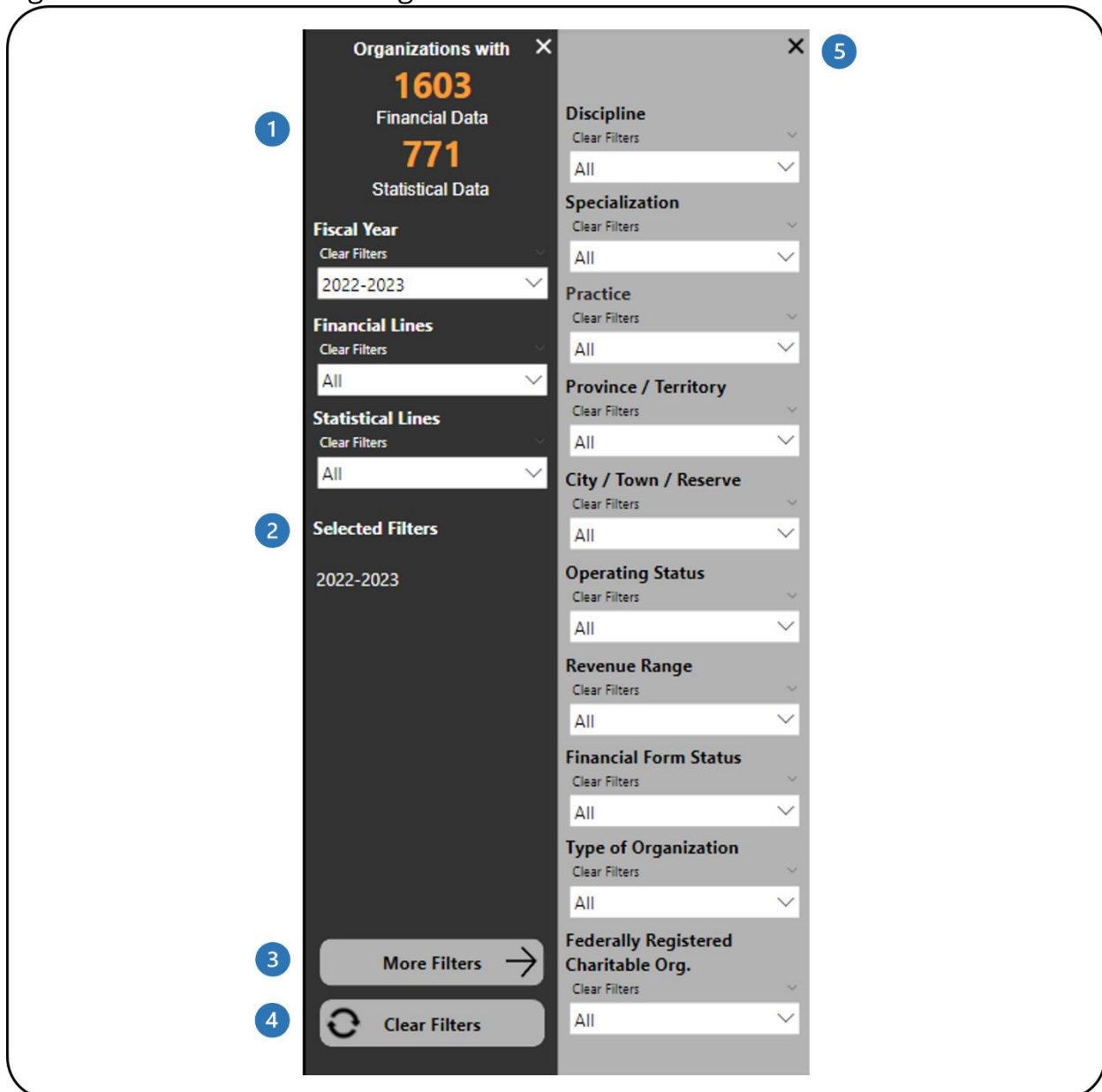
Name	Calculation (Line Numbers)	Notes
Working Capital	6360 (6260/6290)	A greater value is favorable
Net Assets to Total Expenses	6340/5600	A greater value is favorable
Net Assets to Total Revenue	6340/4700	A greater value is favorable
Short-Term Liquidity		Count of ratios (Working Capital, Net Assets to Total Expenses, and Net Assets to Total Revenue) with value less than mean or median
Debt to Assets	6300/6275	A lower value is favorable
Debt to Net Assets	6300/6340	A lower value is favorable
Long-Term Solvency		Count of ratios (Debt to Assets and Debt to Net Assets) with value less than mean or median
Earned Revenue to Net Assets	4175/6340	A greater value is favorable
Private Revenue to Net Assets	4345/6340	A greater value is favorable

Public Revenue to Net Assets	4550/6340	A greater value is favorable
Surplus to Total Assets	6140/6275	A greater value is favorable
Return on Net Assets		Count of ratios (Earned Revenue to Net Assets, Private Revenue to Net Assets, Public Revenue to Net Assets, Surplus to Total Assets) with value less than mean or median
Operating Margin	6140/4700	A greater value is favorable
Use of Resources - Art. Expenses/Total Revenues or Expenses	5195/4700	
Use of Resources - Facility Oper. Expenses/Total Revenues or Expenses	5235/4700	
Use of Resources - Mkt. Expenses/Total Revenues or Expenses	5330/4700	
Use of Resources - Fund. Expenses/Total Revenues or Expenses	5425/4700	
Use of Resources - Admin. Expenses/Total Revenues or Expenses	5525/4700	
Adequacy of Resources		Count of ratios (all Use of Resources ratios and Operating Margin) with value less than mean or median
Total number of ratios with value less than Mean or Median		Count of all ratios with value less than mean or median

Total number of ratios in the report	15	
% of ratios below mean and median (%)	Total ratios with value less than Mean or Median / Total ratios in the report	

The report has several filters. Open the **Filters** panel for all the available filters (Figure 25). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 25 - Filters Panel for Organization Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.

## LEGEND

### DESCRIPTIVE STATISTICS FOR AGGREGATED DATA

#### % of Total

All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

<b>6000</b>	<b>SURPLUS OR (DEFICIT)</b>	
<b>6040</b>	<b>Totals excluding amortization and other adjustments</b>	<b>% of Total</b>
6050	Total Operating Revenues (A)	Compared to 4700
6055	Total Operating Expenses (B)	Compared to 4700
6060	Operating Surplus or (deficit) for the year (A-B)	Compared to 4700
<b>6090</b>	<b>Totals including amortization and other adjustments</b>	
6100	Total Revenues (C)	Compared to 4700
6105	Total Expenses (D)	Compared to 4700
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Compared to 4700
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	Compared to 4700
6130	Surplus or (deficit) before transfers for the year	Compared to 4700
6135	Interfund transfers	Compared to 4700
<b>6140</b>	<b>Surplus or (deficit) for the year (C)</b>	<b>Compared to 4700</b>
<b>6200</b>	<b>ACCUMULATED SURPLUS OR (DEFICIT)</b>	
6205	Accumulated surplus or (deficit), beginning of year	Compared to 4700
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700
6210	Surplus or (deficit) for the year (C)	Compared to 4700
<b>6215</b>	<b>Accumulated surplus or (deficit), end of year</b>	<b>Compared to 4700</b>
<b>6250</b>	<b>STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)</b>	
<b>6255</b>	<b>Assets</b>	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	Total Assets	Compared to 4700
<b>6280</b>	<b>Liabilities and net assets</b>	
<b>6285</b>	<b>Liabilities</b>	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300



<b>6300</b>	<b>Total Liabilities</b>	<b>Compared to 4700</b>
<b>6305</b>	<b>Net Assets</b>	
6310	Unrestricted net assets	<b>Compared to 4700</b>
6315	Invested in Capital / fixed assets	<b>Compared to 4700</b>
6320	Internally designated or restricted funds	<b>Compared to 4700</b>
6325	Cash reserves (Alberta organizations only)	<b>Compared to 4700</b>
6330	Externally designated or restricted funds	<b>Compared to 4700</b>
6335	Other net assets (please add some details)	<b>Compared to 4700</b>
<b>6340</b>	<b>Total Net Assets</b>	<b>Compared to 4700</b>
<b>6345</b>	<b>Total Liabilities and Net Assets</b>	<b>Compared to 4700</b>
6355	Working capital	<b>Compared to 4700</b>

## Base Fiscal Year % and Comparative Fiscal Year %

These percentages are done for the respective fiscal years. They are calculated using the same method as the [% of Total](#) calculation.

## % of Group Total

The % of Group Total is the line amount for the organization compared to the total for all organizations for each line number. It is calculated by dividing the line amount for the organization by the total for the same line number for all organizations. It is then multiplied by 100 to convert it to a percentage.

If filters are applied, the % of group total will change as the total will be based on the organizations that have been filtered.

## Total

The total for each line number for all organizations in the pool (based on the filters applied).

For each of the descriptive statistics below, there are two versions:

- Statistics 1 based on the total number of Orgs in the pool – this is calculated using all values from the Orgs in the pool

- Statistics 2 based on the number of Orgs with amount/value excluding zero – this is calculated by excluding values of zero from the Orgs in the pool

## **Mean (Average)**

The most common measure of central tendency (the location of the middle of a distribution), the mean is the arithmetic average of a set of numbers.

## **Median**

The value of the middle item when the data are arranged from lowest to highest; another measure of central tendency. If there is an even number of observations, the median is the average of the two middle observations.

## **Standard Deviation**

Standard deviation measures the spread or distribution around the mean of a data set. It is the most widely used measure of spread.

## **Percentile 25**

Percentile 25 refers to the 25th percentile or lower quartile of a data set. It is the value at which 25% of line number amounts lie at or below that value (inclusive of range).

## **Percentile 75**

Percentile 75 refers to the 75th percentile or upper quartile of a data set. It is the value at which 75% of line number amounts lie at or below that value (inclusive of range).

## **Min**

Min, or minimum, is the smallest value in a data set.

## Max

Max, or maximum, is the largest value for in a data set.

## Range Max minus Min

Range is the spread of a data set. It is the difference between the max and min.

## Variance Amount

The change amount is the subtraction of the base fiscal year line value from the comparative fiscal year value, i.e., comparative fiscal year value – base fiscal year value.

## Variance %

The variance % is the percent change between the base fiscal year value and the comparative fiscal year value. It is calculated by dividing the variance amount by the base fiscal year value and multiplying it by 100 to convert it to a percentage.

## Colour and Icon Coding

The variance amount and variance % are colour and icon coded in the report, *Your Org Comparison of Form Details* (Figure 22):

- A positive variance amount and % is represented by a **green colour** and a green up-pointing triangle. This means that the comparative fiscal year value was greater than the base fiscal year value.
- A variance amount and % of zero is represented by a **black colour** and a yellow horizontal bar. This means that there was no change in the base and comparative fiscal year values.
- A negative variance amount and % is represented by a **red colour** and a red down-pointing triangle. This means that the base fiscal year value was greater than the comparative fiscal year value.

Figure 26 - Colour and Icon Coding

Statistical Form				
	2021-2022	2020-2021		
Line Number and Description	Base Fiscal Year Amount	Comparative Fiscal Year Amount	Variance Amount	Variance %
1130 - Total number of public performances and literary readings produced by your organization and toured	80,112.00	74,900.00	(5,212.00) ▼	(6.51%) ▼
1140 - Total Number of Public Performances and Literary Readings produced by your organization	129,079.00	196,343.00	67,264.00 ▲	52.11% ▲
1145 - Number of public performances and literary readings co-produced included on line 1140	4,062.00	3,053.00	(1,009.00) ▼	(24.84%) ▼
1150 - Public Performances and Literary Readings Produced by Other Artists/Organizations and Presented by Your Organization	0.00	0.00	0.00 ▬	0.00% ▬

## Colour Coding - Ratios

The ratios are colour coded in the **Financial Form** table in the Report – Comparison tab in the Ratio Report (Figure 27):

- A **green background** means that the ratio value was higher than the group mean and median.
- A **blue background** means that the ratio value was between the group mean and median.
- A **red background** means that the ratio value was less than the group mean or median.

Figure 27 - Colour Coding - Ratios

Financial Form					
Number of Organizations: 5					
	hacked-org	Nini Gik.	testorg2	testorg4	testorg7
Working Capital	0.00	1.00	0.00	0.00	2.74
Net Assets to Total Expenses	0.19	0.00	0.00	0.00	0.33
Net Assets to Total Revenue	0.00	0.18	0.00	0.00	0.32
Short-Term Liquidity	0	0	1	0	0
Debt to Assets		0.25			0.48
Debt to Net Assets		0.33			0.94
Long-Term Solvency		2			0
Earned Revenue to Net Assets		1.64			1.15
Private Revenue to Net Assets		0.91			0.39
Public Revenue to Net Assets		2.48			1.55
Surplus to Total Assets		1.44			0.04
Return on Net Assets		0			4
Operating Margin	1.00	0.35	0.40	1.00	0.02
Use of Resources - Art. Expenses/Total Revenues or	0.00	0.42	0.38	0.00	0.11

## **% Var**

The % Var is used in the Financial Form and Statistical Form tables from Figure 22 in the Ratio Report. It is the percent change between the fiscal year value and the previous fiscal year's value. It is calculated by dividing the fiscal year value by the previous fiscal year value and subtracting one. It is then multiplied it by 100 to convert it to a percentage.