**User Requirements Document (URD)**  
*Project Title: Financial Analysis for Nonprofit Organization (Income and Expenditure)*

**1. Project Overview**  
I’m excited to undertake a focused financial analysis project for our nonprofit organization, specifically looking at one year of data. My goal is to assess whether donor funds are being utilized effectively and for their intended purposes. By diving deep into our income and expenditure, we can provide clear insights that foster transparency and accountability.

**2. Objectives**  
This analysis will help us:

* Evaluate the allocation of donor funds and ensure they align with designated purposes.
* Analyze income sources and expenditure patterns to assess financial health.
* Identify any discrepancies or areas for improvement in fund utilization.

**3. Scope**  
The scope of this project includes:

* **Income Analysis:** We’ll break down revenue from donations, grants, and other sources for the past year to see how much funding we’ve received.
* **Expenditure Analysis:** I’ll categorize and analyze expenses, ensuring we track how donor funds are spent, particularly on program-related costs.
* **Performance Assessment:** We’ll evaluate whether the expenditures align with donor expectations and organizational goals.

**4. Key Stakeholders**  
Key stakeholders for this project include:

* Finance and accounting team
* Management and board of directors
* Donors and funders seeking transparency
* Program managers who oversee fund allocation

**5. Functional Requirements**  
I’ll ensure we meet the following needs:

* **Data Input:**
  + Import financial data for the past year, including income and expenditure records.
  + Data will include transaction dates, sources of income, and expense categories.
* **Data Processing and Analysis:**
  + Aggregate income and expenditure data for the year to assess total amounts received and spent.
  + Perform variance analysis to ensure funds are used as intended, checking against budget allocations and donor specifications.
* **Reporting and Visualizations:**
  + Generate reports that clearly show total income and expenditures, highlighting the allocation of donor funds.
  + Create visual dashboards to depict how funds were used across different programs, making it easy to understand at a glance.

**6. Non-Functional Requirements**  
I’m committed to ensuring:

* **Usability:** Reports and dashboards will be accessible to all stakeholders, regardless of their financial background.
* **Accuracy:** All financial data must be accurate, reflecting the true state of our finances.
* **Security:** Sensitive financial data will be protected and accessible only to authorized personnel.

**7. Constraints**  
We need to keep in mind:

* Data integrity must be maintained when importing from multiple sources.
* Timely access to financial data is crucial to meet our analysis deadlines.

**8. Assumptions**  
I’m assuming that:

* The finance team will provide complete financial data for the past year.
* We will have access to relevant accounting systems or spreadsheets.

**9. Deliverables**  
At the conclusion of this project, I will deliver:

* A detailed financial analysis report for the past year, focusing on income and expenditure related to donor funds.
* Visual dashboards showcasing fund allocation and usage.
* Recommendations for improving fund utilization and financial transparency.

**10. Timeline**  
I’m eager to see this project through:

* Data Collection: 1 week
* Data Analysis: 2 weeks
* Report Generation and Review: 1 week
* Total Timeframe: 4 weeks