Ashford Business Services Ltd

Annual Business Report

Ashford Business Services Ltd The year in review for Ashford Business Services Ltd: what the business did, how it performed, what it achieved, and where it is heading. Prepared for Board, shareholders or management team.

1. Report details.

Company: _____ **Financial year:** _____

Year end date: _____ **Prepared by:** _____

Prepared for: Board, shareholders or management team **Report date:** _____

2. A message from Sarah Mitchell, Office Manager**.** Enter a short message from the most senior person in the business: the year in a few sentences, and the outlook.

3. The year at a glance.

(1) Revenue: This year: _____ Last year: _____ Change: _____ Comment: _____

(2) Gross profit: This year: _____ Last year: _____ Change: _____ Comment: _____

(3) Operating profit: This year: _____ Last year: _____ Change: _____ Comment: _____

(4) Cash at bank: This year: _____ Last year: _____ Change: _____ Comment: _____

(5) Customers: This year: _____ Last year: _____ Change: _____ Comment: _____

(6) Employees: This year: _____ Last year: _____ Change: _____ Comment: _____

4. Financial summary.

(1) Revenue: This year: _____ Last year: _____ Change: _____ Comment: _____

(2) Cost of sales: This year: _____ Last year: _____ Change: _____ Comment: _____

(3) Gross profit: This year: _____ Last year: _____ Change: _____ Comment: _____

(4) Operating costs: This year: _____ Last year: _____ Change: _____ Comment: _____

(5) Operating profit: This year: _____ Last year: _____ Change: _____ Comment: _____

(6) Profit after tax: This year: _____ Last year: _____ Change: _____ Comment: _____

(7) Cash at bank: This year: _____ Last year: _____ Change: _____ Comment: _____

Financial commentary: Enter commentary on the financial results: what drove revenue and profit, how cash moved during the year, and any one-off items. as agreed at the meeting.

5. Achievements this year.

Enter an achievement, with the result it produced Enter an achievement, with the result it produced

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6. Challenges and how we responded.

(1) Challenge: What happened: _____ How we responded: _____ Outcome: _____

(2) Challenge: What happened: _____ How we responded: _____ Outcome: _____

(3) Challenge: What happened: _____ How we responded: _____ Outcome: _____

7. Our people. Enter a short section on the team: headcount, training, recognition, and any changes in leadership or structure.

(1) Employees at year end: This year: _____ Last year: _____ Comment: _____

(2) New joiners: This year: _____ Last year: _____ Comment: _____

(3) Leavers: This year: _____ Last year: _____ Comment: _____

(4) Training days: This year: _____ Last year: _____ Comment: _____

8. Customers and markets. Enter a short section on customers and markets: who the business served, what changed, and where demand is heading.

9. Outlook for next year. Enter the outlook: the plan for next year, the targets, the main risks, and the opportunities the business will pursue.

Enter a priority for next year Enter a priority for next year Enter a priority for next year

10. Thank you. Thank you to our customers, our suppliers, and everyone at Ashford Business Services Ltd who made this year possible.

Sign-off.

Prepared by: _____ **Reviewed by:** _____

Date: _____ **Signature:** _____