[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Monthly Financial Report

A monthly summary of income, expenses, cash, receivables and payables, with budget variances, notes and actions.

Report details.
Month: [Month and year] **Prepared by:** [Name and role]
Prepared for: [Name and role] **Date:** _____
Currency: [Currency]

Income summary.
(1) [Income category]**:** Budget: _____ Actual: _____ Variance: _____
(2) [Income category]**:** Budget: _____ Actual: _____ Variance: _____
(3) [Income category]**:** Budget: _____ Actual: _____ Variance: _____
(4) [Income category]**:** Budget: _____ Actual: _____ Variance: _____
(5) Total income: Budget: _____ Actual: _____ Variance: _____

Expense summary.
(1) [Expense category]**:** Budget: _____ Actual: _____ Variance: _____
(2) [Expense category]**:** Budget: _____ Actual: _____ Variance: _____
(3) [Expense category]**:** Budget: _____ Actual: _____ Variance: _____
(4) [Expense category]**:** Budget: _____ Actual: _____ Variance: _____
(5) [Expense category]**:** Budget: _____ Actual: _____ Variance: _____
(6) Total expenses: Budget: _____ Actual: _____ Variance: _____
(7) Net result for the month: Budget: _____ Actual: _____ Variance: _____

Cash position.
Opening cash: _____ **Cash received in the month:** _____
Cash paid in the month: _____ **Closing cash:** _____
Bank balance at month end: _____

Money owed to the business (receivables).
(1) Customer: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(2) Customer: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(3) Customer: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(4) Customer: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(5) Customer: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
Total receivables: [Amount]. Overdue receivables: [Amount].

Money owed by the business (payables).
(1) Vendor: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(2) Vendor: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(3) Vendor: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(4) Vendor: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
(5) Vendor: _____ Reference: _____ Amount: _____ Due date: _____ Status: _____
Total payables: [Amount]. Overdue payables: [Amount].

Budget against actual: largest variances.
(1) [Area]**:** Budget: _____ Actual: _____ Variance: _____ Explanation: _____
(2) [Area]**:** Budget: _____ Actual: _____ Variance: _____ Explanation: _____
(3) [Area]**:** Budget: _____ Actual: _____ Variance: _____ Explanation: _____
(4) [Area]**:** Budget: _____ Actual: _____ Variance: _____ Explanation: _____

Notes and commentary.
(1) [Topic]: [Comment] (2) [Topic]: [Comment]
(3) [Topic]: [Comment] (4) [Topic]: [Comment]

Actions.
(1) Action: _____ Owner: _____ Due date: _____ Status: _____
(2) Action: _____ Owner: _____ Due date: _____ Status: _____
(3) Action: _____ Owner: _____ Due date: _____ Status: _____
(4) Action: _____ Owner: _____ Due date: _____ Status: _____
(5) Action: _____ Owner: _____ Due date: _____ Status: _____

Prepared and signed off.
Prepared by: [Name and role] **Signature and date:** _____
Reviewed by: [Name and role] **Signature and date:** _____