Ashford Business Services Ltd

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:** David Okafor, Finance Manager

Prepared for: Sarah Mitchell, Office Manager **Date:** _____

Currency: GBP

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: £1,250.00. Overdue receivables: £850.00.

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: £120.00. Overdue payables: £45.00.

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 as agreed at the meeting. (2) Topic: Comment as agreed at the meeting.

(3) Topic: Comment as agreed at the meeting. (4) Topic: Comment as agreed at the meeting.

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: Tom Whitfield, Finance Manager **Signature and date:** _____

Reviewed by: Emma Clarke, Office Manager **Signature and date:** _____