[Company name]

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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	**[Date]**
Currency	**[Currency]**

Income summary

Income	Budget	Actual	Variance
[Income category]	**[Amount]**	**[Amount]**	**[Amount]**
[Income category]	**[Amount]**	**[Amount]**	**[Amount]**
[Income category]	**[Amount]**	**[Amount]**	**[Amount]**
[Income category]	**[Amount]**	**[Amount]**	**[Amount]**
Total income	**[Amount]**	**[Amount]**	**[Amount]**

Expense summary

Expense category	Budget	Actual	Variance
[Expense category]	**[Amount]**	**[Amount]**	**[Amount]**
[Expense category]	**[Amount]**	**[Amount]**	**[Amount]**

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[Expense category]	**[Amount]**	**[Amount]**	**[Amount]**
[Expense category]	**[Amount]**	**[Amount]**	**[Amount]**
[Expense category]	**[Amount]**	**[Amount]**	**[Amount]**
Total expenses	**[Amount]**	**[Amount]**	**[Amount]**
Net result for the month	**[Amount]**	**[Amount]**	**[Amount]**

Cash position

Opening cash	**[Amount]**
Cash received in the month	**[Amount]**
Cash paid in the month	**[Amount]**
Closing cash	**[Amount]**
Bank balance at month end	**[Amount]**

Money owed to the business (receivables)

Customer	Reference	Amount	Due date	Status

Total receivables: **[Amount]**. Overdue receivables: **[Amount]**.

Money owed by the business (payables)

Vendor	Reference	Amount	Due date	Status

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Total payables: **[Amount]**. Overdue payables: **[Amount]**.

Budget against actual: largest variances

Area	Budget	Actual	Variance	Explanation
[Area]	**[Amount]**	**[Amount]**	**[Amount]**	**[Explanation]**
[Area]	**[Amount]**	**[Amount]**	**[Amount]**	**[Explanation]**
[Area]	**[Amount]**	**[Amount]**	**[Amount]**	**[Explanation]**
[Area]	**[Amount]**	**[Amount]**	**[Amount]**	**[Explanation]**

Notes and commentary

Topic	Comment
[Topic]	**[Comment]**
[Topic]	**[Comment]**
[Topic]	**[Comment]**
[Topic]	**[Comment]**

Actions

Action	Owner	Due date	Status

Prepared and signed off

Role	Name	Signature and date
Prepared by	**[Name and role]**	
Reviewed by	**[Name and role]**	