

Management Reporting Service

Financial performance and position reporting



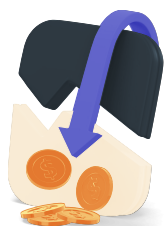
In our experience the most successful entrepreneurs take a keen interest in their business's finances.

Management accounts are key to this. They give you a snapshot of your business's past performance and current standing, guiding your future decisions. To understand your business you need timely, accurate information about each of the matters below:



Sales

How much has the business sold? Who are the key customers? What are the key products, services and projects? How much of my sales are repeatable, and how much new business needs to be won?



Profit

What is product/project probability (gross profit)? What are the business's main expenses? What is profit after expenses? (operating profit / EBITDA) What are the trends on the expenses, and what drives them to be higher or lower? How much profit is left over after tax? (net profit)



Cash and cashflow

How does the profit translate to cash? What are the cash and debtor balances of the company (working capital). How quickly do sales convert into cash, and what how much do I need to pay to suppliers in the meantime (working capital requirement). What's the monthly cash burn rate?



Tax and other liabilities

How much VAT does the business owe? How much does the business need to save for Corporation Tax? How much does the company owe others, such as investors? What are the business's cost of finance, eg interest charges?



Reserves / net assets

How much has the company accumulated in profits? How much is available to withdraw as dividends? How much could be invested in the future?

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Our service

A standard feature of our fixed fee plans is to provide management reports each financial period. Normally these are prepared on a quarterly basis however through our enhanced reporting service we can also provide reports monthly.

The key information we'll provide in our reports is as follows:

Core financial reports

The core financial reports are the Profit and Loss account, Balance Sheet, list of customers and supplier balances and any other basic financial information that may be relevant to your business (for example a report showing loan transactions).

Tax

As part of preparing the financial reports we'll estimate how much tax you should save for. We'll also prepare VAT returns if relevant and include this within the report.

Commentary and recommendations

Front and centre in our report will be our commentary. This summarises the key financial data in language that a non-financial professional would understand, and if necessary, is where we'll make recommendations for actions.

Enhanced reporting

For most businesses our the information enough is sufficient. However for larger businesses, or those with particular needs (eg sending more detailed or more frequent reports to a Board or investors) we offer a bespoke enhanced reporting service. Please see the Enhanced Reporting Service document for more details.

