**[Month]**

**Company**

**Management Report**



**[Year]**

**Department**  : [Name of Department]

**Date Submitted** : [Date of submission]

**Submitted by**  : [Your Name]



**Executive Summary**

Recent hike on oil prices has affected overall operations of [name of company] but nonetheless provided the company with the opportunity to explore other areas of opportunity. Present levels of distribution are on point and [name of company] should be able to reach the target amount revenue of [amount] for the month of [month].

1. Areas for attention
   1. Present decrease in headcount has introduced issues of low shift production and should be addressed immediately. Total plant efficiency has lowered due to this issue.
   2. [other areas for attention]
2. Areas of good performance
   1. With the newly introduced standard processes and practices, overall efficiency has increased counter balancing the effect caused by the decrease in employee headcount.
   2. [other areas for attention]

**Cash Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **[Month] [Year]** | **Income %** | **Monthly Ave.** | **Variance** | **Year to Date Actual** |
| **Income** | | | | | |
| Sales for Products or Services | [amount] | [percentage] | [amount] | [percentage] | [amount] |
| Interest Income |  |  |  |  |  |
| Other revenue streams |  |  |  |  |  |
| **Total Income** | **[total amount]** | **100 %** | **[total amount]** | **[percentage]** | **[total amount]** |
| **Operating Expenses** | | | | | |
| Electricity | [amount] | [percentage] | [amount] | [percentage] | [amount] |
| Salary |  |  |  |  |  |
| [other items] |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Expenses | **[total amount]** | **100 %** | **[total amount]** | **[percentage]** | **[total amount]** |

**Cash Flow**

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Payments to supplier and employees | [amount] |
| Money in Account | [amount] |
| Money in Bank | [amount] |
| Equipment | [amount] |
| [item description] | [amount] |
| Total Cash Position at end of [month] | [total amount] |

**Balance Sheet as of [date]**

|  |  |
| --- | --- |
| Item | [Duration or time] |
| **Assets** | |
| Accounts receivable | [amount] |
| Cash on Hand |  |
| [others] |  |
| **Total Assets** | **[total amount]** |
| **Liabilities** | |
| Accounts Payable | [amount] |
| Advance Income | [amount] |
| Taxes | [amount] |
| **Total Liabilities** | **[total amount]** |