

1-Page Monthly Management Report (Template)

Summarise results and decisions in one page — no fluff.

Executive summary (fill in)

Month	Headline result (1 sentence)	Confidence (High/Med/Low)

Scorecard

Metric	Budget	Actual	Variance	Comment (why?)
Revenue				
Gross profit %				
Net profit (\$ or %)				
Cash in bank				
Debtor days				
Key driver KPI (choose 1–2)				

What worked / what didn't (facts)

What worked	What didn't / risks

Top 5 decisions / actions for next month

Action	Owner	Due date	Success measure