

Financial Reporting + Management Accounts Toolkit — Read Me First

A simple monthly reporting rhythm that shows you what's happening and what to do next.

Cashflow is survival — management reporting is control. This toolkit helps you build a monthly reporting routine (budget vs actual, key ratios, and actions) so you can steer the business, not just react.

Outcome (what you'll have completed)

- A monthly close checklist (so numbers are reliable).
- A 1-page management report template (summary + decisions).
- A budget vs actual review template (variance + actions).
- A profit levers worksheet (what to change to lift profit).
- A working capital checklist (debtors, creditors, stock/WIP).
- A management accounts workbook (Excel) for 12 months tracking + dashboard.

Recommended order

Step	Tool	Why it matters	Time
1	Monthly Close Checklist	Gets clean data so decisions aren't made on rubbish numbers.	30–60 mins/month
2	1-Page Management Report	Forces clarity: what happened, why, and what we do next.	20 mins/month
3	Budget vs Actual Review	Turns variances into actions and ownership.	30 mins/month
4	Profit Levers Worksheet	Shows the fastest levers to improve profit.	30 mins/quarter
5	Working Capital Checklist	Improves cash conversion (debtors/WIP/stock/c	15 mins/week

		reditors).	
6	Management Accounts Workbook (Excel)	Tracks performance for 12 months and builds visibility.	60 mins setup

Practical note

This toolkit is general business guidance (not accounting or tax advice). If you're unsure about compliance or tax treatment, confirm with your accountant.