Management reports system

We will be preparing your management reports on a monthly or quarterly basis as agreed. We aim to have your management reports with you by day 11 following month/quarter end - subject to receiving all information required in a timely manner.

pinkpig FINANCIALS

Day1

Month/Quarter End

We will email you to remind you to ensure all receipts are uploaded/ bookkeeping completed and any non financials information is sent to us by the 4th of the month.

ACTION POINT – CLIENT:
Send us all relevant information and if completing bookkeeping ensure this is completed to month/quarter end.

Consequence Management:

If this is not completed by the 4th of the month we cannot guarantee your management reports will be prepared on time, and could be delayed.

by Day11

Your management accounts are prepared

We will carry out the following tasks/checks to ensure your management accounts are accurate and meaningful:

- We will review your profit & loss and balance sheet
- We will check for lump sum/up front payments and spread accordingly across the correct months
- We will check ensure sales and expenses are allocated to the correct months and adjusted if required
- We will review and post tax and dividends accordingly
- We will prepare your management reports using the custom template agreed on during our meeting
- We will record an explainer video highlighting your top 3 KPIs and any key observations and areas to review.

Your management reports will be sent to you to review

You will be sent an email advising your reports are uploaded to our portal for you to review and a link to the explainer video. We will also confirm the date and time of your 15 minute momentum call.

Consequence Management:

If you haven't reviewed your management reports before your scheduled call with us this will mean you're more than likely to spend your call focusing on the details of the accounts rather than spending the allocated time discussing what the numbers mean and how we can use them to move forward.

ACTION POINT - CLIENT:

Review your management reports

Within Next 2 Weeks

We will have a 15 minute momentum call

After watching the explainer video you will have an understanding of the numbers from the previous month. We can then use the scheduled in momentum call to turn what we've learned from your financials into actions for you and your team for the month ahead. The momentum call will also give you a chance to ask any questions that you may have.

Consequence Management

Missing this call will lead to not having the input from us, your accounting partner, meaning you could be missing out on improving and learning from your financials.