

Monthly Management Report

This report will be used as a quick summary/overview of the monthly activity at the community.

Please complete this report after you receive your monthly financials from accounting. You will obtain your monthly financial information from your reports.

**Getting Started**

The sections in blue are locked cells and the information in the cells cannot be changed.

The sections in white are formulated and cannot be changed either.

The yellow cells are the only areas where you can enter information. All yellow cells must be filled in. This is the area where you will enter all of the activity for the month.

Explanations for each section in yellow are mandatory.

As a reminder, the information that you are entering is for the month that you are reporting on.

**Financial Section**

Pull the **Budget Comparison Cash Flow** report from the monthly financial packet and enter the totals into the corresponding sections. This report is typically the first report in the packet.

An explanation is necessary for all areas that have more than a 5% variance.

Attach this completed report to the email you send to your board members.