

intelliVen

Intelligent Strategies. Successful Ventures.

Example Monthly Reporting Calendars

Peter F. DiGiammarino
January 31, 2015

Copyright 2015 IntelliVen, LLC and Peter F. DiGiammarino.
All rights reserved. Quotation, reproduction or transmission is prohibited
without written permission from IntelliVen, LLC and Peter F. DiGiammarino

Monthly Financial Reporting Schedule

Generic Monthly Financial Cycle Calendar

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Cash flow report out <i>PA Revenue Check-in Meetings</i>	2	3 %Target Utilization Capacity Achieved Report For last ½ of last month out	4	5 PAs process Time Direct data and send to Sandra Lee Updated Revenue projections in
8 Sandra Lee drafts invoices and sends to PAs <i>PA Revenue Check-in Meetings</i>	9	10 Final invoices approved and sent out to clients	11 A/R report out	12 Updated Revenue projections in
15 Projected Total Labor Projected Non-labor indirect costs <i>PA Revenue Check-in Meetings</i> Close prior month Financial dash , with prior month actuals, current month and quarter projections, out	16	17 %Target Utilization Capacity Achieved Report for first ½ of current month, out Cash flow report out	18	19 Updated Revenue projections in
22 <i>PA Revenue Check-in Meetings</i>	23	24	25 A/R report out Projected Billings for this month	26 Updated Revenue projections in
29 PA Revenue Check-in Meetings	30 Projected Total Labor Projected Non-labor indirect costs Financial dash , with prior month actuals, updated current month and quarter projections	31		

Notes: Due dates are COB that day except on Fridays, where due date is noon.
Dates are keyed to first Monday of the month

Monthly Financial Reporting Schedule

Monthly Financial Process	
General Assumptions	
1	An annual budget will be prepared (detailed at the project level)
2	Labor accounting will be performed - i.e. all labor costs will be associated with a direct or indirect project
3	Monthly projections will be prepared for every direct and indirect project
The Monthly Process	
1	Close the general ledger <ul style="list-style-type: none">Post all timesheetsPost all special journal entries including allocationsRecord all non-labor expenses (i.e. travel, telephone, supplies, etc)Record revenue for each client project<ul style="list-style-type: none"><i>For T&M contract compute based on monthly expenses</i><i>For Fixed Price contract compute on percent complete basis</i>
2	Prepare invoices for each project and send to client <ul style="list-style-type: none"><i>Invoices can be prepared more frequently than once monthly to improve cash flow</i>
3	Compare current month actual results to last month's projection - understand variances
4	Update projections for current month and for future months if necessary <ul style="list-style-type: none">Update projections for existing direct projects - <i>performed by each client project manager</i>Update projections for projects in the pipeline - <i>performed by business development managers</i>Update projections for indirect projects - <i>performed by financial manager</i>
5	Prepare dashboard showing actual performance to date plus future projections compared to plan <ul style="list-style-type: none">Management team reviews dashboardAnalyze unusual trendsJudgment applied to make necessary adjustments to future projections
6	Other Considerations <ul style="list-style-type: none">Review AR Aging - contact clients as necessaryMaintain files for each client -containing contract, invoices, correspondence, etc.

IntelliVen Resources

Public resources

- [IntelliVen blog](#)
- Follow [@intelliven](#)

Subscriber resources

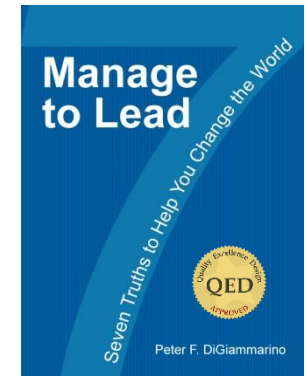
- [IntelliVen tools and templates](#)
- [Publications](#)
- [Instructional videos](#)
- [Presentations](#)

Partner provided

- Peer groups
- Investment banking
- Personal financial management
- Small business legal services
- Solution offering development

Fee-based

- [Operating Processes](#)
 - [Quarterly Executive Sessions](#)
 - Financial Plan and Control set up and reporting
 - Solution architecture and offering development
 - Systematic account development
 - Operations assessment and support
- [Management Team Workshops](#)
 - [Initiative-to-Action](#)
 - [Supervisor Contracting and Governance](#)
 - [Executive Assessment](#)
- [Manage to Lead Workbook](#)
- [Organization Analysis and Strategy using Manage to Lead](#)
 - [Classroom](#)
 - [Teacher Training](#)
- [CEO Development](#)
 - Coaching
 - Advising
 - Training



Thank you.

Subscribe www.intelliven.com

Follow @intelliven