

Monthly Business Report

Fill this every month. 30 minutes. Know exactly where your business stands.

Month: _____ Year: _____ Prepared by: _____

Business Name: _____ GSTIN: _____

A. REVENUE

Sales (Cash)

Sales (Credit / Cheque / UPI)

Other Income (rent, interest, commission)

TOTAL REVENUE (A)

B. DIRECT EXPENSES (Cost of Sales)

Raw Material / Stock Purchases

Labour / Job Work

Transport / Freight

TOTAL DIRECT EXPENSES (B)

GROSS PROFIT = A – B

C. OVERHEAD EXPENSES

Staff Salaries

Rent / Electricity / Office

GST / TDS / Professional Tax paid

Loan EMI paid

Marketing / Advertising

Miscellaneous

TOTAL OVERHEADS (C)

NET PROFIT = Gross Profit – Overheads (C)**D. CASH POSITION**

Opening Cash / Bank Balance

Collections received this month

Payments made this month

Closing Cash / Bank Balance**E. OUTSTANDING POSITION**

Debtors (money owed to you)

Creditors (money you owe)

Pending EMI payments

Net Outstanding (Debtors – Creditors)

F. MONTHLY REFLECTION — Answer honestly. This is for you, not your accountant.

What was the biggest revenue driver this month?

What was the biggest unexpected expense?

Which customer / product gave the best margin?

What do I want to change next month?

One thing I am proud of this month:

Use this every month. Share it with your advisor.

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