

[Organization Name]








Summary and Status of Key Financial Indicators –as of January 20xx Financials

HIGHLIGHTS: High level update of key changes, trends, etc. since last meeting/discussion

EXAMPLE

KEY

-  Celebrate
-  Monitor
-  Take Action

			Results			
Indicator	Status	Annual Target	Sept 20xx FYxx-xx Q3	Nov 20xx FYxx-xx Q1	Jan 20xx FYxx-xx Q3	Notes/ Recommended Action
Budget Variance		>10%	\$xx,xxx Rev.: (x.xx%) Exp: x.xx%	(\$xx,xxx) Rev: (x.xx%) Exp: x.xx%	\$xx,xxx Rev: (x.xx%) Exp: x.xx%	The amount from grants & contracts that we budgeted for does not match up with our actual budget. We are also behind on fundraising planning. Misc income & donations has been helpful but does not offset the variance.
Cash		At least 3 months expenses	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx	We have a month and a half of cash on hand. Estimated 3-months expenses: \$xxx,xxx (based on average from 5-month expenses). Should we continue to monitor or take action?
Grants Receivable		\$xx	\$xx,xxx	\$xx,xxx	\$xx,xxx	(1) \$xx,xxx of grants/contracts have not been received. What grants have not yet come in? And when do we expect to receive them? (2) Why did it go back to \$xx,xxx after \$xx,xxx
Total Current Assets		>100% Total Liabilities	\$xxx,xxx xxx%	\$xxx,xxx xxx%	\$xx,xxx xxx%	
Total Current Liabilities		<75% Total Net Assets	\$xx,xxx xx%	\$xx,xxx xx%	\$xx,xxx xx%	
Current Ratio		100%	xxx%	xxx%	xxx%	
OTHER						
Total Fixed Assets		<ul style="list-style-type: none"> · Furniture/Equipment & Leasehold Improvement Total: \$xx,xxx · Accumulated depreciation: \$xx,xxx · Total Fixed Assets: \$x,xxx 				

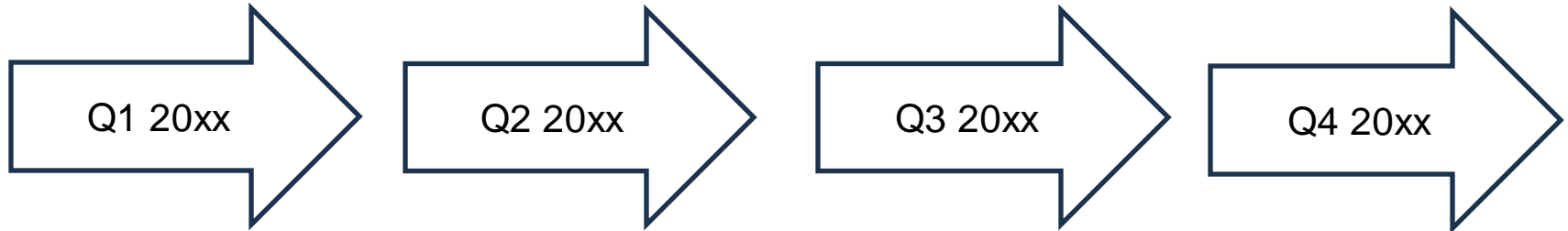
Metrics Definitions & Color Key

EXAMPLE

Measures			Color Key		
Metric	Document Source	Target	Celebrate	Monitor	Take Action
Budget Variance	P&L Summary	>10% of budget	>10%	5%-10%	<5%
Cash	Balance Sheet	3+ months expenses	3+ months expenses	1-3 months expenses	>1 month expenses
Grants Receivable	Balance Sheet	\$xxx	\$xxx	\$xxx	\$xxx
Accounts Receivable	Balance Sheet	\$xxx	\$xxx	\$xxx	\$xxx
Total Net Assets	Balance Sheet & Highlights (current capital ration)	>100% Total Liabilities	>100% Total Liabilities	75-100% of Total Liabilities	<75% Total Liabilities
Total Liabilities	Balance Sheet	<75% Total Net Assets	<75% Total Net Assets	75-100% Total Net Assets	>75% Total Net Assets
Current Ratio	Calculated	>100%	>100%	95-100%	<95%

Key Organizational Activities and Milestones

EXAMPLE



- Quarterly Appeal Idea #1
- Board Retreat
- Staff Retreat

- Quarterly Appeal Idea #2
- Annual Event

- Quarterly Appeal Idea #3
- Planning Retreat for 20xx
- 1-2 fundraiser events

- Quarterly Appeal Idea #4 (End of Year)
- Strategic Plan for New Donor Campaign