

MONTHLY REPORT EXAMPLE



HOCKEY PARTNERSHIP
FOR PROGRESS
Building Capacities to Reach
Equal Minimal Standards



Co-funded by the
Erasmus+ Programme
of the European Union

Monthly Report	Previous Month (SEP 2019)		
	Budget Projected	Budget Realized	Difference
INCOME TOTAL	11.213 €	10.400 €	-813 €
Sales	2.513 €	2.250 €	-263 €
Ticket Sales	2.235 €	1.900 €	-335 €
Merchandise Sales	278 €	350 €	73 €
Fan Games at Home Games	0 €	0 €	0 €
Membership Fees	3.600 €	3.600 €	0 €
Grants & Subsidiaries	3.500 €	3.500 €	0 €
Sponsorships	1.600 €	1.050 €	-550 €
General Sponsor	0 €	0 €	0 €
Golden Sponsor	1.000 €	500 €	-500 €
Silver Sponsor	550 €	550 €	0 €
Bronze Sponsor	50 €	0 €	-50 €
EXPENSES TOTAL	11.774 €	11.590 €	184 €
General & Administration	204 €	180 €	24 €
Competitions & Games	8.520 €	8.060 €	460 €
Home Games	310 €	310 €	0 €
Away Games	2.610 €	2.750 €	-140 €
Competition Fees	5.600 €	5.000 €	600 €
Ice Time	0 €	0 €	0 €
Equipment & Materials	0 €	300 €	-300 €
Salaries	3.000 €	3.000 €	0 €
Other	50 €	50 €	0 €

Current Month
Budget Projected
12.348 €
898 €
620 €
278 €
60 €
3.600 €
4.000 €
3.850 €
0 €
2.000 €
1.800 €
50 €
8.724 €
204 €
5.470 €
2.510 €
2.960 €
0 €
0 €
0 €
3.000 €
50 €

LESS THAN YOU PLANNED. Check the reasons why!

LESS THAN YOU PLANNED. Great!

NET DIFFERENCE	-562 €	-1.190 €	-629 €
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NET DIFFERENCE IS NEGATIVE. You should check the reasons why and make sure to cover it by increasing your income or decreasing your costs in the next month

	Projected	Realized	Difference
Opening Balance (Cash start of the month)	-2.248 €	-2.248 €	0 €
Free Cash Flow	-1.607 €	-2.235 €	-628 €
Cash Flow Operations	-562 €	-1.190 €	-628 €
Cash Flow Financing	-1.045 €	-1.045 €	0 €
Closing Balance (Cash end of the month)	-3.855 €	-4.483 €	-628 €

Projected
-3.855 €
2.639 €
3.684 €
-1.045 €
-1.216 €

BELOW PLAN -> YOUR CURRENT MONTH STARTED WITH LOWER OPENING BALANCE. Try to figure out why and get back on the track of your plan by cutting non-essential costs in current month.