

# Management Accounting Report

---

SAMPLE COMPANY LTD

Month 20XX

# Contents

---

- Management summary
- Analysis and Actions
- Key financial indicators
- Tax liabilities and deadlines
- Profit and Loss Report
- Balance Sheet for the period
- Aged Debtors report – Summary and detailed
- Aged Creditors report – Summary and detailed

# Management Summary

---

- This report covers Month 12 of the company's Financial Year.
- Sales were £17.7k in the month and year to date sales were £128.1k.
- There is a profit of £4.0k in the month and the year to date profit is £29.7k.
- Net assets are £1.1k.

# Analysis and Actions

---

## *Commentary:*

- This is the final two months of the first financial year.
- There are few postings to prior months in the quarter. Hence the figures on graphs are slightly different from that of reports.
- This is a profitable quarter with profit of £1.0k in the quarter. Profit for the year to date includes one off costs incurred pre-trading such as legal costs, franchise cost etc. These costs were included in Month 1.
- Sales invoice 2 is not fully paid by the customer. There is a balance of £249.13 (€300). This can be seen on Aged Debtors report.
- Estimated corporation tax for the current year is £291.10.
- There is an exchange rate gain of £2.22 in the month. This is due to changes in EURO exchange rates between invoice and payment date and variation in the sterling value of the closing bank balances in the EURO bank account.

## *Our Actions:*

- Please provide all the invoices raised and received by the first week of the month end.

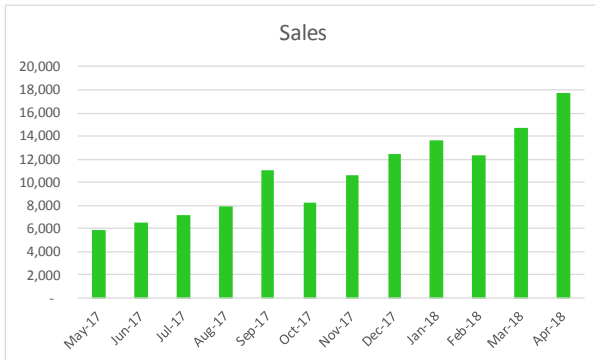
## *Client Actions:*

- Reserves are healthy. Consider drawing dividends to reduce personal tax bill.

# Key Financial Indicators

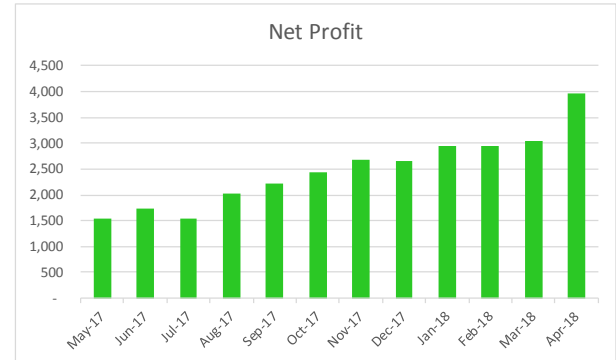
## Sales:

Sales (excluding VAT) for the month is £17.7k; with year to date sales of £128.1k.



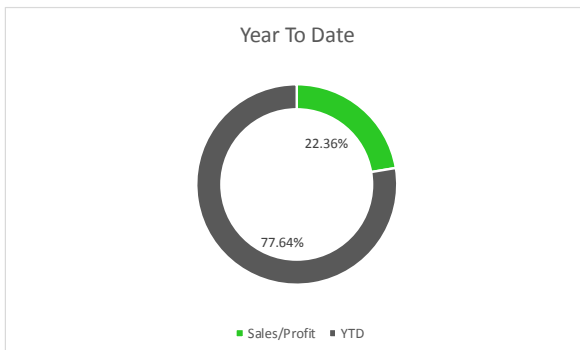
## Net Profit/Loss:

Net profit (before tax) for the month is £4.0k; with a year to date profit of £29.7k.



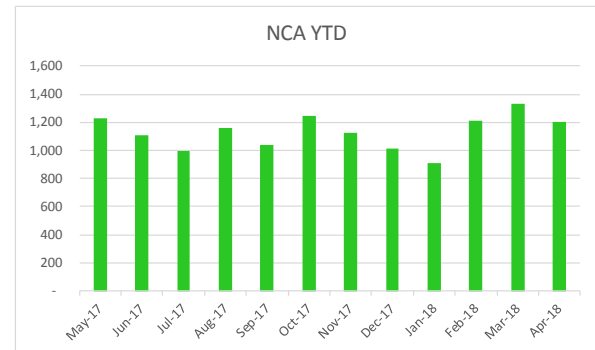
## Net profit/loss percentage:

The net profit percentage for the month is 22.36%, the YTD net profit percentage is 23.21%.



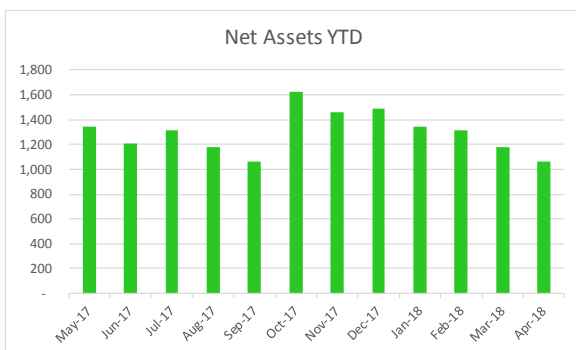
## Net current assets<sup>1</sup>:

The Net current asset movement for the quarter was £1,702; Net current assets for the YTD are £1,201.



## Net Assets<sup>2</sup>:

The net asset movement for the month is £1,064; Net assets for the YTD are £1,165.



<sup>1</sup> This is a measure of the liquidity of the business. A negative figure warrants immediate attention

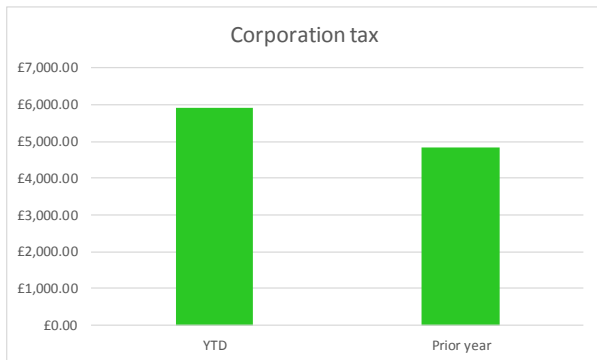
<sup>2</sup> This is a measure of the net worth of the business. A significant, positive number indicates a strong balance sheet. A negative number can be a cause for concern. Deduct share capital to give reserves available for distribution as a dividend

# Tax Liabilities and Deadlines

---

## *Corporation tax:*

Estimated corporation tax for the year to date is £5.9k. This is due by 25<sup>th</sup> January 2019.



Date: 16/05/2017  
Time: 21:26:25

**Sample Company Ltd**  
Profit and Loss

Page: 1

From: Month 11, February 2017  
To: Month 12, March 2017

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Product Sales	38,823.59	259,142.06	
Other Sales	3,250.37	3,250.37	
	42,073.96		262,392.43
Purchases			
Bid Vest Food Service	10,367.04	59,918.63	
P J Produce	816.58	8,795.55	
Miscellaneous Purchases	2,877.97	3,025.86	
	14,061.59		71,740.04
Direct Expenses			
Labour	0.00	6,000.00	
Subway Royalty	3,112.30	20,740.13	
Subway F&F	1,750.68	11,666.36	
	4,862.98		38,406.49
Gross Profit/(Loss):	<u>23,149.39</u>		<u>152,245.90</u>
Overheads			
Gross Wages	8,590.40	36,732.48	
Rent	5,653.99	32,820.66	
Water Rates	(296.50)	707.52	
General Rates	2,456.87	14,740.97	
Premises Insurance	12.08	36.24	
Service Charges	649.29	4,015.56	
Electricity	264.87	4,764.37	
BOC Gas	44.16	328.45	
Motor Expenses	0.00	136.70	
Travelling and Entertainment	0.00	354.56	
Printing and Stationery	0.00	41.43	
Postage	0.00	132.57	
Telephone & Internet	13.26	696.33	
Legal Fees	0.00	4,265.10	
Accountancy Fees	500.00	3,000.00	
Consultancy Fees	0.00	4,400.00	
Professional Fees	0.00	2,782.40	
Payroll Fees	50.00	300.00	
Software Subscriptions	25.00	268.90	
Equipment Hire and Rental	0.00	54.14	
Maintenance	0.00	156.44	
Bank Charges	2.25	1,433.77	
Loan Interest	387.46	4,416.66	
Other Interest Charges	0.00	1,224.01	
Amortisation	462.23	2,773.40	

Date: 16/05/2017  
Time: 21:26:25

**Sample Company** Ltd  
Profit and Loss

Page: 2

From: Month 11, February 2017  
To: Month 12, March 2017

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>		<u>Year to Date</u>
Depreciation	1,317.42		7,904.56
Insurance	176.46		1,216.48
		20,309.24	129,703.70
Net Profit/(Loss):		<u>2,840.15</u>	<u>22,542.20</u>



Date: 16/05/2017  
Time: 21:51:32

**Sample Company Ltd**  
Balance Sheet

Page: 1

From: Month 11, February 2017  
To: Month 12, March 2017

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Good Will	(462.23)	11,093.60	
Plant and Machinery	(1,268.88)	68,519.69	
Office Equipment	(48.54)	291.25	
	(1,779.65)		79,904.54
Current Assets			
Stock	0.00	3,089.13	
Trade Debtors	4,511.16	9,195.46	
Prepayments	14,041.31	22,247.62	
Bank Current Account	0.00	8,783.68	
VAT Liability	2,081.56	0.00	
	20,634.03		43,315.89
Current Liabilities			
Trade Creditors	15,229.00	17,675.02	
Other Creditors	3,000.00	3,000.00	
Accruals	(2,104.39)	1,528.87	
Payroll Taxation	558.74	1,092.26	
Wages	4,184.90	4,184.90	
Bank Current Account	444.03	0.00	
VAT Liability	0.00	853.91	
	21,312.28		28,334.96
Current Assets less Current Liabilities:	(678.25)		14,980.93
Total Assets less Current Liabilities:	(2,457.90)		94,885.47
Long Term Liabilities			
Business Loan	(2,000.00)	72,000.00	
Directors Loan	2,701.95	11,333.27	
	701.95		83,333.27
Total Assets less Total Liabilities:	(3,159.85)		11,552.20
Capital & Reserves			
Share Capital	0.00	10.00	
Dividends	(6,000.00)	(11,000.00)	
P & L Account	2,840.15	22,542.20	
	(3,159.85)		11,552.20

Date: 16/05/2017  
Time: 21:12:17

**Sample Company Ltd**  
Aged Debtors Analysis (Summary)

Page: 1

Report Date: 31/03/2017  
Include future transactions: No  
Exclude later payments: Yes

Customer From:  
Customer To: ZZZZZZZZ

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

<u>A/C</u>	<u>Name</u>	<u>Credit Limit</u>	<u>Turnover</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
SAL001	Sales	£ 0.00	258,524.40	9,195.46	0.00	4,743.21	2,189.75	0.00	0.00	2,262.50
Totals:			<u>258,524.40</u>	<u>9,195.46</u>	<u>0.00</u>	<u>4,743.21</u>	<u>2,189.75</u>	<u>0.00</u>	<u>0.00</u>	<u>2,262.50</u>

Date: 16/05/2017  
 Time: 21:12:48

**Sample Company Ltd**  
**Aged Debtors Analysis (Detailed)**

Page: 1

Date From: 01/01/1980  
 Date To: 31/03/2017  
 Include future transactions: No  
 Exclude later payments: Yes

Customer From:  
 Customer To: ZZZZZZZZ

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C: SAL001		Name: Sales		Contact:		Tel:					
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
698	SI	31/10/2016	Sales	Sales	689.09	0.00	0.00	0.00	0.00	0.00	689.09
794	SI	30/11/2016	Sales	Nov Sales	1,573.41	0.00	0.00	0.00	0.00	0.00	1,573.41
1056	SI	28/02/2017	Feb Sales	Feb Sales	2,189.75	0.00	0.00	2,189.75	0.00	0.00	0.00
1057	SI	31/03/2017	March	March Sales	4,743.21	0.00	4,743.21	0.00	0.00	0.00	0.00
Totals:					<u>9,195.46</u>	<u>0.00</u>	<u>4,743.21</u>	<u>2,189.75</u>	<u>0.00</u>	<u>0.00</u>	<u>2,262.50</u>
Turnover:		258,524.40									
Credit Limit £		0.00									
Grand Totals:					<u>9,195.46</u>	<u>0.00</u>	<u>4,743.21</u>	<u>2,189.75</u>	<u>0.00</u>	<u>0.00</u>	<u>2,262.50</u>

Date: 16/05/2017

**Sample Company Ltd**

Page: 1

Time: 21:27:44

**Aged Creditors Analysis (Summary)**

Report Date: 31/03/2017

Supplier From:

Include future transactions: No

Supplier To: ZZZZZZZZ

Exclude Later Payments: Yes

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

<u>A/C</u>	<u>Name</u>	<u>Credit Limit</u>	<u>Turnover</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
BID001	Bidvest Food Service	£ 0.00	59,817.86	2,443.51	0.00	2,443.51	0.00	0.00	0.00	0.00
BMS001	Barclays Merchant Fee	£ 0.00	665.94	-232.56	0.00	-77.92	-71.47	-83.17	0.00	0.00
BOC001	BOC	£ 0.00	253.04	-73.51	0.00	26.49	0.00	0.00	0.00	-100.00
HK001	H&K Distribution Ltd	£ 0.00	74.43	89.32	0.00	0.00	89.32	0.00	0.00	0.00
O2	O2	£ 0.00	6.04	-490.01	0.00	-33.00	-33.00	-33.00	-71.63	-319.38
PJ001	PJ Produce	£ 0.00	8,795.55	763.23	0.00	763.23	0.00	0.00	0.00	0.00
SMA001	Smart Energy Ltd	£ 0.00	430.39	516.46	0.00	516.46	0.00	0.00	0.00	0.00
SUB001	xxx	£ 0.00	45,943.60	334.86	0.00	0.00	0.00	0.00	0.00	334.86
SUB002	yyy	£ 0.00	32,205.22	576.72	0.00	576.72	0.00	0.00	0.00	0.00
WES001	zzz District	£ 0.00	28,487.97	13,747.00	0.00	13,747.00	0.00	0.00	0.00	0.00
Totals:			<u>176,680.04</u>	<u>17,675.02</u>	<u>0.00</u>	<u>17,962.49</u>	<u>-15.15</u>	<u>-116.17</u>	<u>-71.63</u>	<u>-84.52</u>

Date: 16/05/2017  
Time: 21:28:02

**Sample Company Ltd**  
**Aged Creditors Analysis (Detailed)**

Page: 1

Date From: 01/01/1980  
Date To: 31/03/2017

Supplier From:  
Supplier To: ZZZZZZZZ

Include future transactions: No  
Exclude later payments: Yes

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C: BID001 Name: Bidvest Food Service

Contact:

Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1073	PI	24/03/2017	73960569	Purchases	567.40	0.00	567.40	0.00	0.00	0.00	0.00
1074	PI	20/03/2017	73880312	Purchases	670.27	0.00	670.27	0.00	0.00	0.00	0.00
1084	PI	31/03/2017	74066706	Purchases	631.17	0.00	631.17	0.00	0.00	0.00	0.00
1085	PI	27/03/2017	73987083	Purchases	468.45	0.00	468.45	0.00	0.00	0.00	0.00
1086	PI	27/03/2017	73987065	Purchases	106.22	0.00	106.22	0.00	0.00	0.00	0.00
Totals:					<u>2,443.51</u>	<u>0.00</u>	<u>2,443.51</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 59,817.86  
Credit Limit £ 0.00

A/C: BMS001 Name: Barclays Merchant Fee

Contact:

Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
910	PA	10/01/2017		Payment on	-83.17	0.00	0.00	0.00	-83.17	0.00	0.00
1157	PA	10/02/2017		Payment on	-71.47	0.00	0.00	-71.47	0.00	0.00	0.00
1179	PA	10/03/2017		Payment on	-77.92	0.00	-77.92	0.00	0.00	0.00	0.00
Totals:					<u>-232.56</u>	<u>0.00</u>	<u>-77.92</u>	<u>-71.47</u>	<u>-83.17</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 665.94  
Credit Limit £ 0.00

A/C: BOC001 Name: BOC

Contact:

Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
109	PA	28/04/2016	VIS	Payment on	-100.00	0.00	0.00	0.00	0.00	0.00	-100.00
1103	PI	31/03/2017	304088204	Sure Gas	26.49	0.00	26.49	0.00	0.00	0.00	0.00
Totals:					<u>-73.51</u>	<u>0.00</u>	<u>26.49</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-100.00</u>

Turnover: 253.04  
Credit Limit £ 0.00

A/C: HK001 Name: H&K Distribution Ltd

Contact:

Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1070	PI	01/02/2017	1649048	Blade set	89.32	0.00	0.00	89.32	0.00	0.00	0.00
Totals:					<u>89.32</u>	<u>0.00</u>	<u>0.00</u>	<u>89.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 74.43  
Credit Limit £ 0.00

**Sample Company Ltd**  
**Aged Creditors Analysis (Detailed)**

A/C: O2 Name: O2 Contact: Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
333	PA	10/06/2016		Payment on	-48.00	0.00	0.00	0.00	0.00	0.00	-48.00
370	PA	11/07/2016		Payment on	-33.00	0.00	0.00	0.00	0.00	0.00	-33.00
387	PA	20/07/2016	DD	Payment on	-12.00	0.00	0.00	0.00	0.00	0.00	-12.00
558	PI	24/10/2016	90541209	Monthly Bill	4.42	0.00	0.00	0.00	0.00	0.00	4.42
584	PA	09/08/2016		Payment on	-33.00	0.00	0.00	0.00	0.00	0.00	-33.00
593	PA	17/08/2016		Payment on	-12.00	0.00	0.00	0.00	0.00	0.00	-12.00
628	PA	09/09/2016		Payment on	-33.00	0.00	0.00	0.00	0.00	0.00	-33.00
636	PA	15/09/2016		Payment on	-37.88	0.00	0.00	0.00	0.00	0.00	-37.88
672	PA	10/10/2016		Payment on	-33.00	0.00	0.00	0.00	0.00	0.00	-33.00
682	PA	18/10/2016		Payment on	-39.73	0.00	0.00	0.00	0.00	0.00	-39.73
846	PI	24/11/2016	91495766	Monthly Bill	2.83	0.00	0.00	0.00	0.00	0.00	2.83
854	PA	09/11/2016	DD	Payment on	-33.00	0.00	0.00	0.00	0.00	0.00	-33.00
861	PA	16/11/2016		Payment on	-12.02	0.00	0.00	0.00	0.00	0.00	-12.02
888	PA	16/12/2016		Payment on	-38.63	0.00	0.00	0.00	0.00	-38.63	0.00
907	PA	09/01/2017		Payment on	-33.00	0.00	0.00	0.00	-33.00	0.00	0.00
1011	PA	09/12/2016		Payment on	-33.00	0.00	0.00	0.00	0.00	-33.00	0.00
1156	PA	09/02/2017		Payment on	-33.00	0.00	0.00	-33.00	0.00	0.00	0.00
1178	PA	09/03/2017		Payment on	-33.00	0.00	-33.00	0.00	0.00	0.00	0.00
Totals:					<u>-490.01</u>	<u>0.00</u>	<u>-33.00</u>	<u>-33.00</u>	<u>-33.00</u>	<u>-71.63</u>	<u>-319.38</u>

Turnover: 6.04  
Credit Limit £ 0.00

A/C: PJ001 Name: PJ Produce Contact: Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1126	PI	02/03/2017	428716	Purchases	39.04	0.00	39.04	0.00	0.00	0.00	0.00
1127	PI	04/03/2017	429534	Purchases	105.70	0.00	105.70	0.00	0.00	0.00	0.00
1128	PI	07/03/2017	430483	Purchases	53.44	0.00	53.44	0.00	0.00	0.00	0.00
1129	PI	09/03/2017	431291	Purchases	73.91	0.00	73.91	0.00	0.00	0.00	0.00
1130	PI	11/03/2017	432197	Purchases	40.68	0.00	40.68	0.00	0.00	0.00	0.00
1131	PI	14/03/2017	433042	Purchases	73.48	0.00	73.48	0.00	0.00	0.00	0.00
1132	PI	16/03/2017	433896	Purchases	25.20	0.00	25.20	0.00	0.00	0.00	0.00
1133	PI	18/03/2017	434913	Purchases	72.75	0.00	72.75	0.00	0.00	0.00	0.00
1134	PI	21/03/2017	435610	Purchases	80.66	0.00	80.66	0.00	0.00	0.00	0.00
1135	PI	23/03/2017	436554	Purchases	44.14	0.00	44.14	0.00	0.00	0.00	0.00
1136	PI	25/03/2017	437444	Purchases	59.86	0.00	59.86	0.00	0.00	0.00	0.00
1137	PI	28/03/2017	438461	Purchases	64.39	0.00	64.39	0.00	0.00	0.00	0.00
1138	PI	30/03/2017	439247	Purchases	29.98	0.00	29.98	0.00	0.00	0.00	0.00
Totals:					<u>763.23</u>	<u>0.00</u>	<u>763.23</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 8,795.55  
Credit Limit £ 0.00

A/C: SMA001 Name: Smart Energy Ltd Contact: Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1245	PI	09/03/2017	100190816	03/02/17-28/02/17	516.46	0.00	516.46	0.00	0.00	0.00	0.00
Totals:					<u>516.46</u>	<u>0.00</u>	<u>516.46</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 430.39  
Credit Limit £ 0.00

A/C: SUB001 Name: XXXX Contact: Tel:

No:	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
117	PI	01/04/2016	7583	25/3/16 - 23/6/16	1,172.40	0.00	0.00	0.00	0.00	0.00	1,172.40
629	PA	12/09/2016		Payment on	-900.00	0.00	0.00	0.00	0.00	0.00	-900.00
654	PR	23/09/2016	Savills	Purchase Receipt	62.46	0.00	0.00	0.00	0.00	0.00	62.46
1105	PI	02/03/2017	UKM-03021	Additional Rent	300.00	0.00	300.00	0.00	0.00	0.00	0.00
1106	PI	30/03/2017	UKM-03301	Additional Rent	300.00	0.00	300.00	0.00	0.00	0.00	0.00
1176	PA	09/03/2017		Payment on	-600.00	0.00	-600.00	0.00	0.00	0.00	0.00
Totals:					<u>334.86</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>334.86</u>

Turnover: 45,943.60  
Credit Limit £ 0.00

Date: 16/05/2017  
 Time: 21:28:02

**Sample Company Ltd**  
**Aged Creditors Analysis (Detailed)**

Page: 3

A/C: SUB002 Name: **YYY** Contact: Tel:

<u>No.</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
1303	PI	30/03/2017	033017625	Advertising	576.72	0.00	576.72	0.00	0.00	0.00	0.00
Totals:					<u>576.72</u>	<u>0.00</u>	<u>576.72</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 32,205.22  
 Credit Limit £ 0.00

A/C: WES001 Name: **zzz Council** Contact: Tel:

<u>No.</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Balance</u>	<u>Future</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
1243	PI	15/03/2017	Annual	2017-18	13,747.00	0.00	13,747.00	0.00	0.00	0.00	0.00
Totals:					<u>13,747.00</u>	<u>0.00</u>	<u>13,747.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Turnover: 28,487.97  
 Credit Limit £ 0.00

Grand Totals: 17,675.02    0.00    17,962.49    -15.15    -116.17    -71.63    -84.52