**Monthly Management Report Template**

|  |  |  |
| --- | --- | --- |
| Item | Budgeted | Actual |
| Revenues |  |  |
| Membership Receivables | 0000 | 0000 |
| Fitness Tests Fee | 0000 | 0000 |
| Group Programs | 0000 | 0000 |
| Special Programs | 0000 | 0000 |
| Other Income | 0000 | 0000 |
| Total | 0000 | 0000 |
|  |  |  |
| Expenses |  |  |
| Salaries |  |  |
| Administrative | 0000 | 0000 |
| Full-Time | 0000 | 0000 |
| Part-Time | 0000 | 0000 |
| Contract | 0000 | 0000 |
| Materials |  |  |
| Fitness Testing | 0000 | 0000 |
| Clerical | 0000 | 0000 |
| Cleaning | 0000 | 0000 |
| Other Expenses | 0000 | 0000 |
| Overhead |  |  |
| Phone Charges | 0000 | 0000 |
| Utility Bills | 0000 | 0000 |
| Maintenance | 0000 | 0000 |
| Rent Expenses | 0000 | 0000 |
| Contracts | 0000 | 0000 |
| Other Overhead charges | 0000 | 0000 |
| Total | **0000000000** | **0000000000** |
| Balance | **0000000000** | **0000000000** |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_