

Monthly Management Reports

for

SAMPLE COMPANY

Fiscal Year Ending December 31, 2010

Month of May 2010

Notes:

- 1. 2009 Yearend adjusting entries entered as of 12/31/09 - Books agree with tax return.**
- 2. Home Office Lease - NP - Paid thru May 2010.**

Prepared by:



SAMPLE COMPANY
MANAGEMENT REPORT
Month of May 2010
And
Fiscal Year Ending December 31, 2010

	M-T-D		Y-T-D	
	<u>5/31/2010</u>	<u>%</u>	<u>5/31/2010</u>	<u>%</u>
1. Sales	49,800.00		285,804.50	
2. Interest Income	3.93		19.12	
3. Miscellaneous Income	<u>0.00</u>		<u>0.00</u>	
4. Total Income	49,803.93	100.00%	285,823.62	100.00%
5. Less: Overhead Expenses *	<u>(53,094.95)</u>	<u>-106.61%</u>	<u>(232,614.90)</u>	<u>-81.38%</u>
6. Professional Profit	(3,291.02)	<u>-6.61%</u>	53,208.72	<u>18.62%</u>
7. Plus: Loan Proceeds	0.00		0.00	
8. Debt Repayment	(326.53)		(1,616.21)	
9. Asset Purchases	<u>(270.17)</u>		<u>(1,350.85)</u>	
10. Available for Compensation	(3,887.72)		50,241.66	
11. Less: Officers' Salaries	<u>(11,370.00)</u>		<u>(57,602.81)</u>	
12. Surplus/(Deficit) - Current	<u>(15,257.72)</u>		(7,361.15)	
13. Balance Sheet Activity			(2,405.53)	
14. Cash Carryforward - 12/31/09			<u>4,611.35</u>	
15. Cumulative Surplus/(Deficit)			<u>(5,155.33)</u>	

* See Detailed Schedule Attached

SAMPLE COMPANY
Schedule of Overhead Expenses
Month of May 2010
And
Fiscal Year Ending December 31, 2010

	M-T-D <u>5/31/2010</u>	Y-T-D <u>5/31/2010</u>	% of <u>Total Inc.</u>
1. Advertising	75.40	1,066.35	0.37%
2. Automobile Expense	1,401.32	1,769.99	0.62%
3. Copier Lease	196.65	786.60	0.28%
4. Bank Service Charge	63.00	250.25	0.09%
5. Computer Service/Supplies	774.00	3,859.73	1.35%
6. Contract Labor	12,968.25	72,417.20	25.34%
7. Document Retrieval	1,448.71	1,448.71	0.51%
8. Donations	0.00	350.00	0.12%
9. Dues and Memberships	1,632.20	1,916.20	0.67%
10. Education	300.00	802.00	0.28%
11. Insurance	30.24	531.20	0.19%
12. Health Insurance	835.33	3,205.66	1.12%
13. Interest Expense - 6392	79.60	414.44	0.14%
14. Interest Expense - 0510	15.19	76.04	0.03%
15. Finance Charges	123.01	127.51	0.04%
16. Lodging	146.61	1,649.72	0.58%
17. Meals	775.57	1,752.46	0.61%
18. Entertainment	0.00	845.00	0.30%
19. Travel	1,394.37	1,829.08	0.64%
20. Gas	626.62	1,182.68	0.41%
21. Promotional Expenses - Other	0.00	2,891.00	1.01%
22. Mileage	256.00	679.89	0.24%
23. Office Rent	3,200.00	12,800.00	4.48%
24. Rent - Home Office	500.00	2,500.00	0.87%
25. Office Supplies	699.14	3,078.67	1.08%
26. Office Supplies / Copies	1,224.50	4,550.54	1.59%
27. Other Taxes and Licenses	490.00	1,498.00	0.52%
28. Parking	36.00	36.00	0.01%
29. Payroll Taxes	2,267.43	11,420.43	4.00%
30. Payroll Expenses	0.00	1,189.84	0.42%
31. Postage and Handling	106.34	271.51	0.09%
32. Professional Services	750.00	3,937.60	1.38%
33. Repairs and Maintenance	0.00	211.02	0.07%
34. Salaries	18,269.91	79,736.76	27.90%
35. Subscriptions	861.90	2,002.91	0.70%
36. Telephone	1,203.55	4,153.02	1.45%
37. Website	0.00	2,500.00	0.87%
38. Internet Expense	0.00	43.69	0.02%
39. Utilities	344.11	2,734.95	0.96%
40. Waste Pickup	0.00	98.25	0.03%
41. Total Overhead Expenses	<u>53,094.95</u>	<u>232,614.90</u>	<u>81.38%</u>

SAMPLE COMPANY
Monthly Expense Comparison
For The Five Months Ended May 31, 2010

	<u>1/31/2010</u>	<u>2/28/2010</u>	<u>3/31/2010</u>	<u>4/30/2010</u>	<u>5/31/2010</u>	<u>6/30/2010</u>	<u>7/31/2010</u>	<u>8/31/2010</u>	<u>9/30/2010</u>	<u>10/31/2010</u>	<u>11/30/2010</u>	<u>12/31/2010</u>	<u>Totals</u>
1. Advertising	0.00	150.80	840.15	0.00	75.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,066.35
2. Automobile Expense	0.00	0.00	368.67	0.00	1,401.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,769.99
3. Copier Lease	0.00	196.65	196.65	196.65	196.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	786.60
4. Bank Service Charge	51.00	93.00	26.25	17.00	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.25
5. Computer Service/Supplies	1,094.73	1,025.00	206.00	760.00	774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,859.73
6. Contract Labor	13,350.00	22,694.70	15,503.75	7,900.50	12,968.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,417.20
7. Document Retrieval	0.00	0.00	0.00	0.00	1,448.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,448.71
8. Donations	250.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
9. Dues and Memberships	71.00	71.00	71.00	71.00	1,632.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,916.20
10. Education	0.00	12.00	490.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	802.00
11. Insurance	30.24	410.24	30.24	30.24	30.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531.20
12. Health Insurance	-100.62	812.87	812.87	845.21	835.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,205.66
13. Interest Expense - 6392	87.94	86.60	76.78	83.52	79.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	414.44
14. Interest Expense - 0510	15.28	15.70	14.17	15.70	15.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.04
15. Finance Charges	0.00	4.50	0.00	0.00	123.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.51
16. Lodging	0.00	449.49	1,053.62	0.00	146.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,649.72
17. Meals	0.00	218.65	758.24	0.00	775.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,752.46
18. Entertainment	0.00	0.00	0.00	845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	845.00
19. Travel	0.00	0.00	434.71	0.00	1,394.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,829.08
20. Gas	78.84	212.96	264.26	0.00	626.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,182.68
21. Promotional Expenses - Other	0.00	0.00	2,270.00	621.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,891.00
22. Mileage	32.89	191.00	200.00	0.00	256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	679.89
23. Office Rent	0.00	3,200.00	3,200.00	3,200.00	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,800.00
24. Rent - Home Office	0.00	0.00	0.00	2,000.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
25. Office Supplies	158.72	367.99	1,351.05	501.77	699.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,078.67
26. Office Supplies / Copies	570.62	1,089.17	995.61	670.64	1,224.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,550.54
27. Other Taxes and Licenses	25.00	45.00	938.00	0.00	490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,498.00
28. Parking	0.00	0.00	0.00	0.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
29. Payroll Taxes	1,969.71	2,300.55	3,105.98	1,776.76	2,267.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,420.43
30. Payroll Expenses	0.00	414.06	0.00	775.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,189.84
31. Postage and Handling	0.00	109.28	55.89	0.00	106.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	271.51
32. Professional Services	750.00	937.60	750.00	750.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,937.60
33. Repairs and Maintenance	17.10	0.00	193.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.02
34. Salaries	15,170.52	12,243.50	16,601.21	17,451.62	18,269.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,736.76
35. Subscriptions	50.00	759.66	221.35	110.00	861.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,002.91
36. Telephone	99.13	993.09	924.36	932.89	1,203.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,153.02
37. Website	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
38. Internet Expense	0.00	0.00	43.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.69
39. Utilities	754.91	606.38	630.61	398.94	344.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,734.95
40. Waste Pickup	63.75	0.00	0.00	34.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.25
41. Total Overhead Expenses	<u>37,090.76</u>	<u>49,711.44</u>	<u>52,729.03</u>	<u>39,988.72</u>	<u>53,094.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>232,614.90</u>

SAMPLE COMPANY
 Monthly Management Reports
 Fiscal Year Ending December 31, 2010

Balance Sheet Activity

<u>Balance Sheet Account:</u>	<u>1/1/10 Beginning Balance</u>	<u>5/31/10 Ending Balance</u>	<u>Difference</u>
1. Note Receivable - Shareholder	4,000.00	4,000.00	0.00
2. Accounts Receivable	0.00	(2,000.00)	2,000.00
3. Accumulated Depreciation	(83,538.02)	(83,538.02)	0.00
4. Office Equipment	46,430.94	46,430.94	0.00
5. Vehicles	78,810.81	78,810.81	0.00
6. Accounts Payable	0.00	683.94	(683.94)
7. Credit Cards Payable	(7,317.92)	0.00	(7,317.92)
8. FICA Taxes Payable	0.00	(2,324.40)	2,324.40
9. FIT Withheld	0.00	(1,271.93)	1,271.93
10. Retainer Liability	(5,000.00)	(5,000.00)	0.00
11. Capital Stock	(1,000.00)	(1,000.00)	0.00
12. Retained Earnings	(4,390.45)	(4,390.45)	0.00
13. Total Balance Sheet Activity			<u>\$ (2,405.53)</u>