**Quarterly Finance Report (Q1****)**

**Summary**

**Surplus/deficit Q1:**

* Q1 surplus/deficit (delete as appropriate) is £xxxx, a variance of £xxx against budget. Explanation is: (insert explanation of reasons for variance against budget)

Net profit margin:

* Q4 xx%
* Q1 xx%
* Budgeted xx%
* Prior Year xx%.

**Income:**

* Q1 income is a variance against budget of £xxxx (xx%), this is due to (insert explanation of reasons for variance against budget)

**Direct Expenses:**

* Q1 variance against budget of £xxxx (xx%), due to (insert explanation of reasons for variance against budget)

**Overheads:**

* Q1 variance against budget of £xxxx (xx%), due to (insert explanation of reasons for variance)
* .

**Balance sheet:**

* Q1 fixed assets increased/decreased (delete as appropriate) by £xxxx. Cash increased/decreased (delete as appropriate) in Q1 by £xxxx, this was mainly due to (insert explanation of reasons for variance)

Liquidity:

* Current ratio Q1: x.x (current assets/current liabilities)
* Current ratio Q4: x.x

**Reserves:**

* Reserves increased/decreased from x.x months in Year Ended (insert prior year end) to x.x months in Q1, due to (insert explanation of reasons for variance).

**Contribution by strategic theme:**

* All strategic themes contributed positively/negatively (delete as appropriate) to organisation overheads, with an overall gross profit margin in Q1 of x%.

**Items to note:**

* E.g., Year Ended 31 March 2023 accounts prepared and audit ongoing.

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| **Statement of Financial Activities Q1**  |
| SOFA does not include xx income or expense as these net off and are not Disability Positive income or expense.  |
|  | **Q1** | **Budget** | **Variance** | **Variance %** | **Note** |
|  | £ | £ | £ |  |  |
| Income: |  |  |  |  |
|  |  |  |  |  |
| Direct Expenses: |  |  |  |  |
|  |  |  |  |  |
| Gross Surplus/(deficit) |  |  |  |  |
|  |  |  |  |  |
| Overheads |  |  |  |  |  |
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| Surplus/(deficit) |  |  |  |  |
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| **Statement of Financial Activities YTD Q1** |
| YTD SOFA includes xxx income and expense, as this reflects the year end audited statutory accounts. |  |
|  | **YTD** | **Budget** | **Variance** | **Variance %** | **Note** |
|  | £ | £ | £ |  |  |
| Income: |  |  |  |  |
|  |  |  |  |  |
| Direct Expenses: |  |  |  |  |
|  |  |  |  |  |
| Gross Surplus/(deficit) |  |  |  |  |
|  |  |  |  |  |
| Overheads |  |  |  |  |  |
|  |  |  |  |  |  |
| Surplus/(deficit) |  |  |  |  |  |
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| **Balance Sheet at (date)** |
|  |  |  |  |  |  |
|  | **Q1** |  | **Q4** |  |  |
|  | £ |  | £ |  |  |
| Fixed Assets |  |  |  |  |  |
| Current Assets |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Assets** |  |  |  |  |  |
|  |  |  |  |  |  |
| Current Liabilities |  |  |  |  |  |
| Equity |  |  |  |  |
|  |  |  |  |  |
| **Total Liabilities and Equity** |  |  |  |  |
|  |  |  |  |  |  |
| **Cash Flow statement Q1**  |
|  | £ |  |  |  |  |
| **Cashflow from operating activities** |  |  |  |  |  |
| Net income |  |  |  |  |
| Adjustments for: |  |  |  |  |
| Depreciation |  |  |  |  |
|  |  |  |  |  |
| (Increase) decrease in current assets: |  |  |  |  |  |
|  |  |  |  |  |  |
| Increase (decrease) in current liabilities: |  |  |  |  |  |
|  |  |  |  |  |  |
| Net cash from operating  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Cash flows from investing activities** |  |  |  |  |
| Purchase of Fixed assets |  |  |  |  |  |
| Net cash used in investing  |  |  |  |  |  |
| **Cash flows from financing** |  |  |  |  |  |
| Net cash flow from financing  |  |  |  |  |  |
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| **Change in cash for the period** |  |  |  |  |  |
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| Cash at beginning period |  |  |  |  |  |
| Cash at end of period |  |  |  |  |  |
|  |  |  |  |  |  |
| **Reserves at (date)** |
|  | £ |  |  |  |  |
| Reserves b/f |  |  |  |  |  |
| Surplus/(deficit) YTD |  |  |  |  |  |
| Less: |  |  |  |  |  |
| Fixed assets |  |  |  |  |  |
| Adjusted Reserve |  |  |  |  |
| Monthly expenditure |  |  |  |  |
| Less: |  |  |  |  |
| Restricted Expenditure |  |  |  |  |
| Adjusted monthly expenditure |  |  |  |  |
| Months held |  |  |  |  |
|  |  |  |  |  |  |
| **Contribution by strategic theme** |
|  |  |  |  |  |  |
|  | **Income** | **Actual Direct Costs**  | **Budgeted Direct Costs** | **Direct cost variance %** | **Contribution** |
|  | £ | £ | £ |  |  |
| Theme |  |  |  |  |  |
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| Theme |  |  |  |  |  |
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| Theme |  |  |  |  |  |
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| Total |  |  |  |  |  |
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