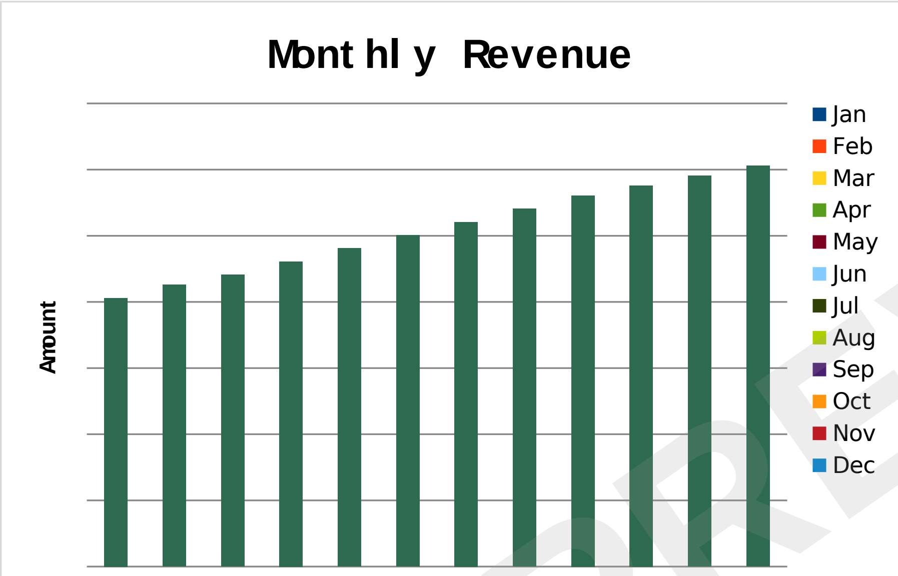
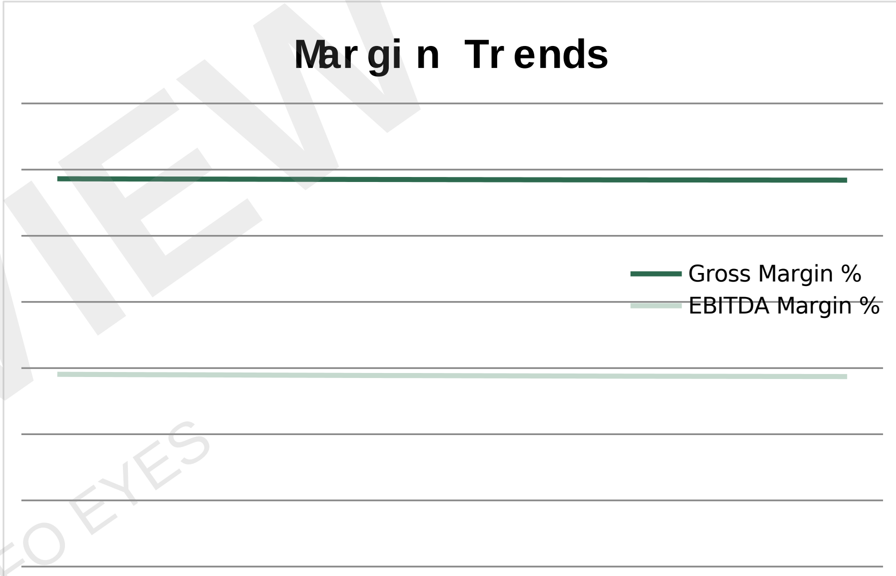
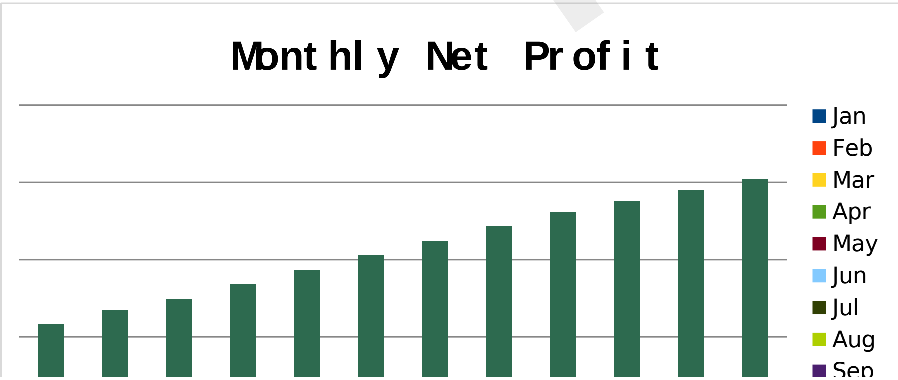
Financial Dashboard — Monthly Board Report

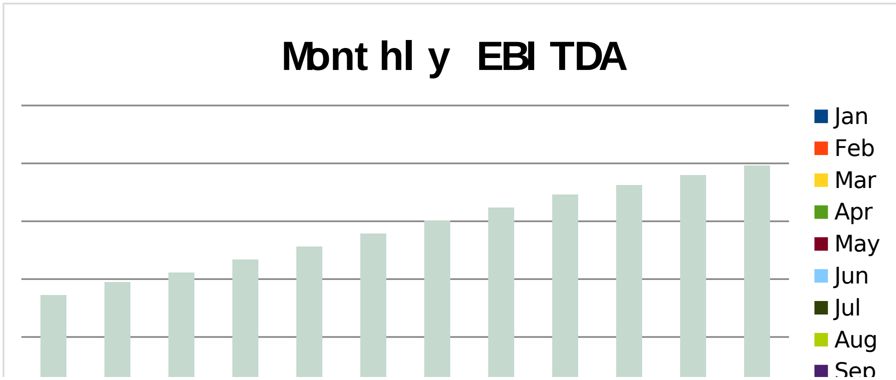
Auto-populates from P&L and KPI sheets | Update input tabs first, then refresh this view

YTD Revenue	YTD Gross Profit	Gross Margin	YTD EBITDA	EBITDA Margin	YTD Net Profit	Net Margin	Cash Balance
122,240	**71,504**	**58.5%**	**35,264**	**28.8%**	**24,792**	**20.3%**	**216,675**









Assumptions & FX Rates — Monthly Board Report

REPORTING PERIOD

Reporting Month (1–12)	4	*e.g. 4 = April*
Reporting Year	2,025	*e.g. 2025*
Company / Entity Name	Company Name	*Enter legal entity name*
Reporting Currency	SEK	*ISO 4217 code*
Currency units	1,000	*Report in thousands (1 000) or millions (1 000 000)*

FX RATES (Functional → Reporting Currency)

Currency Pair	Avg Rate (Month)	Avg Rate (YTD)	Closing Rate
USD/SEK	10.5000	10.4500	10.5500
EUR/SEK	11.3000	11.2500	11.3500
GBP/SEK	13.2000	13.1500	13.2500
INR/SEK	0.1200	0.1200	0.1200

KEY FINANCIAL ASSUMPTIONS

Revenue Growth Rate (Budget vs PY)	10.0%
Gross Margin Target	45.0%
EBITDA Margin Target	20.0%
Overhead as % of Revenue	25.0%
Tax Rate	22.0%
Days Sales Outstanding (DSO)	45
Days Payable Outstanding (DPO)	30
Inventory Days	60

HEADCOUNT ASSUMPTIONS

Total Headcount Budget (FTE)	100
Voluntary Attrition Rate (Annual)	12.0%
Cost per FTE (avg, reporting currency)	800,000

Income Statement — Monthly & YTD

Line Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Actual	YTD Budget	YTD Variance	YTD Var %
REVENUE														-	-	-
Net Revenue	8,000	8,400	8,700	9,100	9,500	9,900	10,300	10,700	11,100	11,400	11,700	12,000	120,800	119,600	1,200	1.0%
Other Operating Income	120	120	120	120	120	120	120	120	120	120	120	120	1,440	1,440	-	-
TOTAL REVENUE	**8,120**	**8,520**	**8,820**	**9,220**	**9,620**	**10,020**	**10,420**	**10,820**	**11,220**	**11,520**	**11,820**	**12,120**	**122,240**	121,040	**1,200**	**1.0%**
COST OF GOODS SOLD														-	-	-
Materials & Direct Labour	2,560	2,688	2,784	2,912	3,040	3,168	3,296	3,424	3,552	3,648	3,744	3,840	38,656	39,456	(800)	-2.0%
Manufacturing Overhead	800	840	870	910	950	990	1,030	1,070	1,110	1,140	1,170	1,200	12,080	12,080	-	-
TOTAL COGS	**3,360**	**3,528**	**3,654**	**3,822**	**3,990**	**4,158**	**4,326**	**4,494**	**4,662**	**4,788**	**4,914**	**5,040**	**50,736**	51,536	**(800)**	**-1.6%**
GROSS PROFIT	**4,760**	**4,992**	**5,166**	**5,398**	**5,630**	**5,862**	**6,094**	**6,326**	**6,558**	**6,732**	**6,906**	**7,080**	**71,504**	69,504	**2,000**	**2.9%**
Gross Margin %	58.6%	58.6%	58.6%	58.5%	58.5%	58.5%	58.5%	58.5%	58.4%	58.4%	58.4%	58.4%	58.5%			
OPERATING EXPENSES														-	-	-
Sales & Marketing	1,120	1,176	1,218	1,274	1,330	1,386	1,442	1,498	1,554	1,596	1,638	1,680	16,912	16,912	-	-
General & Administrative	720	756	783	819	855	891	927	963	999	1,026	1,053	1,080	10,872	10,872	-	-
Research & Development	560	588	609	637	665	693	721	749	777	798	819	840	8,456	8,456	-	-
Depreciation & Amortisation	350	350	350	350	350	350	350	350	350	350	350	350	4,200	4,200	-	-
TOTAL OPEX	**2,750**	**2,870**	**2,960**	**3,080**	**3,200**	**3,320**	**3,440**	**3,560**	**3,680**	**3,770**	**3,860**	**3,950**	**40,440**	40,440	**-**	**-**
EBIT	**2,010**	**2,122**	**2,206**	**2,318**	**2,430**	**2,542**	**2,654**	**2,766**	**2,878**	**2,962**	**3,046**	**3,130**	**31,064**	29,064	**2,000**	**6.9%**
EBIT Margin %	24.8%	24.9%	25.0%	25.1%	25.3%	25.4%	25.5%	25.6%	25.7%	25.7%	25.8%	25.8%	25.4%			
Interest Income	10	10	10	10	10	10	10	10	10	10	10	10	120	-	120	-
Interest Expense	80	80	80	80	80	80	80	80	80	80	80	80	960	-	960	-
Other Finance Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET FINANCE ITEMS	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**	**(840)**	(840)	**-**	**-**
PROFIT BEFORE TAX	**1,940**	**2,052**	**2,136**	**2,248**	**2,360**	**2,472**	**2,584**	**2,696**	**2,808**	**2,892**	**2,976**	**3,060**	**30,224**	28,224	**2,000**	**7.1%**
Tax Expense	360	378	391	409	427	445	463	481	499	513	526	540	5,432	5,432	-	-
NET PROFIT / (LOSS)	**1,580**	**1,674**	**1,745**	**1,839**	**1,933**	**2,027**	**2,121**	**2,215**	**2,309**	**2,379**	**2,450**	**2,520**	**24,792**	22,792	**2,000**	**8.8%**
Net Margin %	19.5%	19.6%	19.8%	19.9%	20.1%	20.2%	20.4%	20.5%	20.6%	20.7%	20.7%	20.8%	20.3%			
EBITDA	**2,360**	**2,472**	**2,556**	**2,668**	**2,780**	**2,892**	**3,004**	**3,116**	**3,228**	**3,312**	**3,396**	**3,480**	**35,264**	33,264	**2,000**	**6.0%**
EBITDA Margin %	29.1%	29.0%	29.0%	28.9%	28.9%	28.9%	28.8%	28.8%	28.8%	28.8%	28.7%	28.7%	28.8%			

[COMPANY NAME]

Monthly Financial Board Report

[Month Year] | Prepared by CFO / Finance

Confidential | For Board Use Only

Monthly Financial Board Report

User Guide & Template Guidelines

cfoeyes.com

Product	Monthly Financial Board Report Template Bundle
Version	1.0
Language	English / Swedish
Target user	CFO, Finance Manager, Finance Controller
Contents	Excel model, PowerPoint deck (10 slides), this User Guide

DISCLAIMER

EN: This template is provided for general informational and illustrative purposes only. It does not constitute financial, legal, or professional advice. The creator accepts no liability for decisions made based on this template. Users are solely responsible for verifying accuracy, completeness, and compliance with applicable laws, accounting standards, and regulations.

1. Overview & Purpose

The Monthly Financial Board Report template bundle is designed to help CFOs, Finance Managers, and Finance Controllers produce a professional, board-ready financial report each month. The bundle consists of three interconnected artefacts:

- **Excel Workbook (Monthly_Board_Report_Template.xlsx)** The analytical engine. Contains 10 tabs for data entry, calculations, and charts. Covers P&L, Balance Sheet, Cash Flow, KPIs, Budget vs Actual, and Headcount.
- **PowerPoint Deck (Monthly_Board_Report_Deck.pptx)** 10-slide presentation in the cfoeyes.com design palette (navy, sage-green). Structured to tell a clear financial story from Executive Summary to Outlook.
- **This User Guide (Monthly_Board_Report_User_Guide.docx)** Step-by-step instructions, definitions, accounting policy guidance, roles & responsibilities, a preparation checklist, and disclaimer.

The template is intentionally generic and covers the core financial reporting needs of most small-to-medium enterprises. Users should adapt labels, line items, and commentary sections to their specific business context.

1.1 Who Is This For?

Role	How They Use This Template
CFO / Finance Director	Primary owner of the board report. Responsible for financial integrity, narrative, and sign-off.
Finance Manager / Controller	Responsible for data entry, formula maintenance, and first-pass commentary.
FP&A Analyst	Populates actuals, performs variance analysis, drafts KPI commentary.
Board / Non-executive Directors	Primary audience of the PowerPoint deck — consumes the output.

1.2 Reporting Cadence

This template is designed for a monthly close process. The typical timeline is:

1. Day 1–3 after month-end: Enter actuals into P&L, Balance Sheet, Cash Flow tabs.
2. Day 4–5: Update KPIs, Budget vs Actual, Headcount tabs.
3. Day 5–6: Draft management commentary in the Commentary tab.
4. Day 6–7: Transfer key figures to PowerPoint deck, finalise narrative.
5. Day 8–10: CFO review, board pack distribution.