

# Business Management Monthly Report with Budget Expenses

This one page shows the brief overview of business management monthly report which includes monthly expense and budget report, monthly sales performance, product delivery monthly status, monthly project status, next month planning, expected outcomes, etc.

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**Presented by** John Smith  
**Intended for** -  
**Start Date** MM/DD/YYYY  
**Titl** -

**Project** XYZ  
**Project** Project  
**Manager** -  
**Finish Date** MM/DD/YYYY  
**Add text here** -

## Monthly Expense and Budget Report:

Product	Estimated Expenses for Each Product	Allocated Monthly Budget	Substantive Amount
Product Receivables	\$ 25K	\$35K	\$10K
Essential program for product recognition	-	-	-
Group program for product marketing	-	-	-

## Monthly Sales Performance:

Total Sales (in \$MM)



## Product Delivery Monthly Status:

ISSUES/CONCERNS	ACTION ITEMS	TASK OWNER	TARGET DATE
1.Delayed testing of products	Review testing guideline Train employees	Project Manager Testers	Add Text Here
Add Text Here	Add Text Here	Add Text Here	Add Text Here

## Monthly Project Status:

Project Schedule						
No	Task	Start	Finish	Process	Projected Date	Concerns
1	Analysis	01/06/2020	05/06/2020	100	08/06/2020	No
2	Build	06/06/2020	11/06/2020	60	18/06/2020	No
3	Production	12/06/2020	18/06/2020	50	24/06/2020	Yes
4	Quality Assurance	19/06/2020	30/06/2020	10	30/06/2020	No
5	Text Here	XX/XX/2020	XX/XX/2020	XX	XX/XX/2020	Text Here
6	Text Here	XX/XX/2020	XX/XX/2020	XX	XX/XX/2020	Text Here

# Sample Monthly Report For Design

**Lingjun Ying**



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