 [INSERT YOUR FIRM LOGO HERE]

**Board of Directors – Quarterly Report**

**Fiscal Year 20??-20?? – Q3 (November 20?? – January 20??)**

|  |  |
| --- | --- |
| Name of Firm |  |
| Firm Email Address #1 |  |
| Firm Email Address #2 (if applicable) |  |
| Firm Website Address |  |
| Name of Chief Executive Officer |  |

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| **Firm Operational Overview:** Current firm outlook including major success, challenges, areas of strength, and areas for improvement.  How are you working towards achieving the goals you set in your business plan? |
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| **Human Resources Overview:** Has your firm conducted mid-year performance reviews?  Explain the process you used to conduct these evaluations. |
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| **Current Marketing Efforts:** Explain what your firm is currently doing to market and promote your products and/or services in order to improve sales. What are you doing to market your firm (1) locally, (2) nationally, (3) internationally? |
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| **Partnerships with other firms:** If applicable, outline the firms that you have established partnerships with.  You may also include partnerships you have developed with entities outside of Virtual Enterprise (such as your Corporate Partners or VEI). |
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**FY 15/16 – Q3 Sales Report:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **November** | | **December** | | **January** | | **TOTALS** | |
| *Sales Type* | *Projected* | *Actual* | *Projected* | *Actual* | *Projected* | *Actual* | *Projected* | *Actual* |
| **VE Sales** |  |  |  |  |  |  |  |  |
| **Non-VE Sales** |  |  |  |  |  |  |  |  |
| **TOTAL SALES** |  |  |  |  |  |  |  |  |

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| --- |
| **Sales Summary:** What have been your most effective sources in generating sales and revenue? Website, Cold Calls, Email, Direct Mail, Trade Shows, etc. If possible, breakout the VE sales your firm has made by source. Even better… include a chart. |
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**Accounting & Finance Report:**

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| --- | --- |
| **Cash Balance in Primary Account (as of 2/1/16)** |  |
| Other account (List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |
| Other account (List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cash Flow Report** | **November** | **December** | **January** | **TOTAL** |
| Total Cash Receipts |  |  |  |  |
| Total Cash Payments |  |  |  |  |
| **Net Increase/Decrease** |  |  |  |  |

|  |  |
| --- | --- |
| **Current Status of Accounts Receivable:** |  |
| Number of outstanding accounts (##) |  |
| Total Amount of Accounts Receivable ($) |  |

|  |  |
| --- | --- |
| **Current Status of Accounts Payable:** |  |
| Number of outstanding accounts (##) |  |
| Total Amount of Accounts Payable ($) |  |

Have you been submitting the monthly payroll tax reports (Form 941)? \_\_\_\_\_\_\_\_\_\_

Have you submitted the W-3 form for your employees’ taxes? \_\_\_\_\_\_\_\_\_\_

Does your firm currently have a loan outstanding? \_\_\_\_\_\_\_\_\_\_ What is the Current Loan Balance? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information:** Include any other information that you feel would be helpful in understanding the current status of your firm.

Examples may include: further explanations, reports from VP’s, charts or graphs, website analytics, etc.