

FitzGerald FitzGerald, P.C.  
Monthly Management Meeting Checklist

Our Purpose - We help small business owners make better decisions.

Core Values: Truth, Service, Proactivity, Education, Balance

Current Year Goals: Increase Sales by 15%

**Monthly**

- 1 Balance Sheet Compared to Last Year
- 2 Monthly Income Statement Current Year
- 3 Current Year Income Statement Compared to Last Year
- 4 Current Year Budgeted Income Statement Compared to Last Year
- 5 Statement of Cash Flows - Month and Year to Date
- 6 Review of Metrics
- 7 Sales Analysis - Product Line, Customer, Employee
- 8 Review of Marketing Plan
- 9 Review of Customer Service
- 10 Review of Operations
- 11 Evaluate mid term corrections in operations to achieve goals

**Quarterly**

- 12 Results of Employee Development Meetings
- 13 Review Cash Flow Forecast

**Semi Annual**

- 14 Review Disaster Plan
- 15 Review Tax Plan
- 16 Review Financing Needs

**Annual**

- 17 Evaluation of Customer Profitability & Services
- 18 SWOT Analysis
- 19 Goal Setting for Next Year
- 20 Establish Budgets for Next Year