

# Management accounts

Client does most of the routine bookkeeping

BDC does the routine bookkeeping at the client

BDC does the routine bookkeeping in-house

Feedback to client any thoughts that might improve:

Understand the client's procedures for sales and purchase invoice processing and make sure that all of the key numbers can be generated in good time around the month end.

**Month end**

- Profitability
- Cashflow
- Systems
- Credit management

Produce a month end workbook that ensures the numbers are complete and accurate. In particular, review margins, old debtors, matching of costs to revenues.

Ensure key controls such as bank reconciliations are completed

Produce management accounts pack. This will include:

- P&I for month and year to date
- P&L vs. budget and vs. last year where possible
- Balance sheet
- Cashflow model, where requested
- Any other relevant reports, graphs and schedules

Issue management accounts to client and any other recipient.

