

BUSINESS-LEVEL TOTALS ONLY · NO CLIENT NAMES OR HEALTH DETAILS

Monthly business review

Month

Prepared by

Activity

Item	This month
Available session slots	
Booked sessions	
Completed paid sessions	
Cancellations	
Hours of admin	

Money

Item	This month
Opening cash	
Cash collected	
Refunds	
Processing fees	
Variable costs	
Fixed costs	
Owner draws	
Other cash inflows	
Other cash outflows	

Calculations

Net operating cash = collected - refunds - processing - variable - fixed	
Closing cash = opening + net operating + other inflows - other outflows - draws	
Booking occupancy = booked / available	
Completion = completed / booked	
Average collected revenue = (collected - refunds) / completed	

Zero denominator -> not available. Report negative cash with its minus sign.

Observations

What clients asked about administration

Most time-consuming step

One useful improvement (no private client stories)

Actions

Next action

Owner

Due date

Success measure

Next review date

Customization checklist

- ☐ Avoid counting a refund twice if the collection number is already net.
- ☐ Label whether imported fees are included.
- ☐ Sample workbook uses fictional monthly totals only.
- ☐ Protect formulas and leave input cells clearly editable.
- ☐ Report negative cash visibly without hiding it behind a warning icon.
- ☐ The XLSX workbook (Inputs, Summary, Read Me) does these calculations for twelve months.

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