

Nonprofit Board Reporting Template

A plug-and-play monthly financial reporting template for nonprofit boards brought to you by **Strength in Numbers Co.**



CLEAR INSIGHTS

Understand performance at a glance.



BOARD-READY

Designed for clarity, accountability, and decision-making.



CONSISTENT

Standardized structure month over month.



MISSION FOCUSED

More time for impact, less time on formatting.

Executive Summary

Your logo here

High-level overview of performance, risks, and decisions.

 Month: _____

 Prepared By: _____



MISSION REMINDER

A short reminder of our mission and the change we create.

CURRENT FINANCIAL HEALTH



Excellent
Strong financial position.

☐

Good
Stable with minor watch areas.

☐

Needs Attention
Risks require focus.

☐

TOP 3 WINS

1 _____

2 _____

3 _____

TOP 3 RISKS

1 _____

2 _____

3 _____

BOARD DECISIONS NEEDED

1 _____

2 _____

3 _____

NOTES & INSIGHTS



Month: _____

Prepared By: _____

A quick overview of key financial indicators.

Metric	Current Month	Year to Date
 Revenue Total income from all sources.	\$	\$
 Expenses Total operating expenses.	\$	\$
 Net Income Revenue minus expenses.	\$	\$
 Cash Balance Total cash and bank balances.	\$	\$
 Operating Reserves Savings and Investments	\$	\$

NOTES & INSIGHTS

 Prepared By: _____

Grant	Award	Spent	Remaining	Grant Period	Status
TOTALS					

Status Legend: ● On Track ● Watch ● Action Needed

Budget vs. Actual

Your logo here

Compare planned spending to actual results.



Month: _____



Prepared By: _____

REVENUE

Category	Budget	Actual	Variance	Notes
Income 1	_____	_____	_____	_____
Income 2	_____	_____	_____	_____
Income 3	_____	_____	_____	_____
Income 4	_____	_____	_____	_____
Income 5	_____	_____	_____	_____
Total Revenue	_____	_____	_____	_____

EXPENSES

Category	Budget	Actual	Variance	Notes
Expense 1	_____	_____	_____	_____
Expense 2	_____	_____	_____	_____
Expense 3	_____	_____	_____	_____
Expense 4	_____	_____	_____	_____
Expense 5	_____	_____	_____	_____
Expense 6	_____	_____	_____	_____
Total Expenses	_____	_____	_____	_____

NOTES & INSIGHTS

Cash Flow

Your logo here

Cash-Bridge Worksheet

BEGINNING CASH BALANCE

Enter beginning cash balance:

\$ _____



MONEY IN

All cash received during the period.

EXAMPLES:

Donations, Grants,
Program Fees, Events,
Other Income

Key Monthly Sources of Income



TOTAL:

\$ _____



MONEY OUT

All cash paid out during the period.

EXAMPLES:

Salaries, Rent,
Utilities, Supplies,
Services, Other
Expenses

Key Monthly Expenses



TOTAL:

\$ _____

ENDING CASH BALANCE

Enter ending cash balance (Beginning Cash + Net Change):

\$ _____

Notes for the Board

Your logo here

Use this page to capture highlights, upcoming opportunities, questions, and action items to guide our work together.

Big Accomplishments

Upcoming Deadlines

Upcoming Grants

Questions for the Board

Action Items

☐
☐
☐
☐
☐
☐
☐
☐
☐