

# Monthly Snap Shot Review

Month:

## Financial Reports

<input type="checkbox"/> Aged A/R	Actions:
<input type="checkbox"/> Pre-Bills	<input type="text"/>
<input type="checkbox"/> Small Balances	
<input type="checkbox"/> Credit Balances	
<input type="checkbox"/> Unapplied Items	

<input type="checkbox"/> Company Payables	Actions:
<input type="checkbox"/> Net Owed vs. Account Balance	<input type="text"/>
<input type="checkbox"/> Compare w/ Balance Sheet	
<input type="checkbox"/> Item Detail	

<input type="checkbox"/> Misc Production Report	Actions:
<input type="checkbox"/> Multiple Write-Offs	<input type="text"/>
<input type="checkbox"/> Bad Debts	
<input type="checkbox"/> JNL	
<input type="checkbox"/> Sweeps	

<input type="checkbox"/> Status of Accounts	Actions:
<input type="checkbox"/> Transaction descriptions	<input type="text"/>
<input type="checkbox"/> General detail	

<input type="checkbox"/> Changes Report	Actions:
<input type="checkbox"/> Changes - Why?	<input type="text"/>
<input type="checkbox"/> Deletions - Why?	

<input type="checkbox"/> Producer Report	Actions:
<input type="checkbox"/> Detail of transactions	<input type="text"/>
<input type="checkbox"/> \$0.00 items	
<input type="checkbox"/> Compare with Goals	

<input type="checkbox"/> Bank Statement(s)	Actions:
<input type="checkbox"/> Item detail	<input type="text"/>
<input type="checkbox"/> Signatures	
<input type="checkbox"/> Procedures	
<input type="checkbox"/> TAM Comparison	

<input type="checkbox"/> Summary:	<input type="text"/>
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Communicated: Management & Staff

Date:



**Monthly Snap Shot Review**

**Operations**

- Core Values/Objectives Supported/Followed?
- Procedures & Reviews (*Right Things*)
- Productivity & Efficiency Measures (*Better Things*)

Actions:

**Human Resources**

- Right People on the Bus?
- How much time am I managing and motivating?
- Are we maximizing our potential?
- Are the "Slots" well defined? (*Specific Position Descriptions*)
- Are the "Pegs" in the right "Slots"? (*more than just skills and experience*)
- Performance Feedback

Actions:

**Marketing**

- 10,000' Opportunities
  - Mining current database
  - Competition Status
  - Community Occurrences
  - Niche Activities
  - Industry Developments

Actions:

- 10,000' Threats
  - Current database
  - Competition
  - Community
  - Niche
  - Industry
  - Unknown

Actions:

- Monthly Tracking
  - Total Monthly Production v. LY
  - Transaction Summary vs. LY
  - Producer Summary v. Goal

Actions:

Communicated: Management & Staff

Date:

