

YOUR GOALS

1 met · 1 on track

1 behind

REPORTING HEALTH

14 out of 20

up from 11 · "gaps" range

AGREED NEXT STEPS

7 of 9 done

2 carry into Q4

Your three reporting goals

Goal category in brackets

Goal	How we measure it	Started	Now	Target	Status
Release statements by business day 5 (Close faster)	Business day the month-end statements go out	Day 9	Day 6	Day 5	On track
Tie every statement to the ledger before release (Trust the numbers)	Statements checked before they go out	0 of 4	4 of 4	4 of 4	Met
A trained backup for every critical report (Keep reporting running)	Critical reports someone else can run	3 of 12	6 of 12	12 of 12	Behind

Agreed next steps: 7 of 9 done

✓ done · ○ carried into Q4

✓ Build the close pack so month-end reports run together

Close faster

✓ Name an owner for the close pack

Close faster

✓ Set up the monthly Report Tie-Out

Trust the numbers

✓ Extend the tie-out to the balance sheet

Trust the numbers

✓ Extend the tie-out to two department statements

Trust the numbers

✓ Run the missing-account check before each release

Trust the numbers

✓ Write instructions for the first critical report

Keep reporting running

○ Train backups for three reports (paused for audit)

Keep reporting running

○ Run the close pack after the final posting run

Close faster

Next quarter

• First: train backups for the remaining critical reports.

• Run the close pack after the final posting run, to reach day 5.

• Replace the met goal with: every department manager tracks their own budget (Control costs).

Reporting health: 14 out of 20

Five questions, scored every quarter

Question	This quarter	Last quarter
Do you have the reports you need?	3	3
Are reports checked against the ledger before they go out?	4	2
Are all accounts included, and reports built the same way?	3	3
Could someone else run each critical report if its owner left?	2	1
Is reporting work tracked, with little redone by hand?	2	2
Total out of 20	14	11

How the score works: each question gets 0 to 4 points — 4 fully in place, with evidence · 3 mostly in place · 2 partly · 1 just started · 0 not yet. Add the five for a total out of 20: 18–20 strong · 15–17 solid · 10–14 gaps · 0–9 at risk.

Figures are supplied by Tessamere's reporting owner; ECS compiles and reports them and does not monitor your systems. This scorecard reports progress; it does not guarantee results.