**Sample Monitoring Report, based on CBLD template policy**

Quarterly Monitoring Report, *February 15, 2014*

Policy: B1 – Financial Condition and Activities, Last revised: May 22, 2014

**I report compliance with all parts of this policy except B1.2, B1.4, and B1.5.**

This is a quarterly update report on key financial and operational indicators included in the annual B1 report, as well as on our tax payments. In addition, this report will include any information about actual or anticipated non-compliance for all aspects of the B1 policy. Interpretation details can be found in the annual monitoring report.

Unless indicated otherwise, all data in this report is for Q413 and is accurate as of January 31, 2014.

I certify that the information contained in this report and attachments is true.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, General Manager

Attachments: Balance Sheet, Income/Expense Statement

**Operational Definitions and Data for each Key Indicator**

Global Policy

* **Margin minus Labor (before taxes/benefits) will be at or above the median for medium-size co-ops**.

Q4 MML = 21.37%

Median = 19.52%

* **Sales/labor hour will be at or above the median for medium-size co-ops**.

Q4 Sales/labor hour = $75.89

Median = 72.30

* **Inventory turnover will be at or above the median for medium-size co-ops**.

Q4 Inventory turnover = 17.08

Median = 13.48

Sub-policy 1.1

* **Sales growth must be above both budget (10%) and the group median**.

Q4 Sales growth = 14.06%

Median = 10.03%

Sub-policy 1.2

* **EBITDAP will be at or above the median for medium-size co-ops**.

Q4 EBITDAP = -1.59%

**Explanation and Plan:**

*Here the GM would explain the out-of-compliance situation, and her/his plan for managing the situation.*

* **Net income as a % of sales from the most recent quarter must be above 3%.**

Q4 Net income = 3.46%

Sub-policy 1.3

* **The Current Ratio should be above 2.0**.

Q4 Current ratio = 3.43

* **Quick ratio should be above 1.0**.

Q4 Quick ratio = 1.24

Sub-policy 1.4

* **Debt to Equity ratio must be below 3.0**.

Q4 D/E ratio = 3.82

**Explanation and Plan:**

*Here the GM would explain the out-of-compliance situation, and her/his plan for managing the situation.*

Sub-policy 1.5

* **Number of owners will grow at least 5% annually**.

FYI: # of owners as of 12/31/13 = 9103

* **Owner paid-in equity will grow at least 5% annually**.

Q4 paid-in equity growth (year to year) = 15.7%

* **Total paid-in equity will be above peer group median**

Total paid-in equity = $392, 910

**Explanation and Plan:**

*Here the GM would explain the out-of-compliance situation, and her/his plan for managing the situation.*

Sub-policy 1.10

* **Quarterly tax payments:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date Due** | **Date Paid** | **Amount Paid** |
| **Payroll Tax** |  |  |  |
|  |  |  |
|  |  |  |
| **Sales Tax** |  |  |  |
|  |  |  |
|  |  |  |
| **Federal Income Tax** |  |  |  |
|  |  |  |
|  |  |  |
| **State Income Tax** |  |  |  |
|  |  |  |
|  |  |  |
| ***etc., etc.*** |  |  |  |