Quarterly Report to the Board

[Company legal name] [Quarter, year]

Prepared by	[Name, title]	**Board meeting**	[Date]

Summary for directors

[The three things the board most needs to know this quarter.]

Performance against plan

Measure	Plan	Actual	Comment
[Measure]	[0]	[0]	[Comment]
[Measure]	[0]	[0]	[Comment]
[Measure]	[0]	[0]	[Comment]

Financial position

[Cash, revenue and costs against budget, and any change to the forecast.]

Strategy and major projects

[Progress on each strategic priority, and what has changed since the last report.]

Risks

Risk	Rating	Action being taken
[Risk]	[High / Medium / Low]	[Action]
[Risk]	[High / Medium / Low]	[Action]

Decisions requested from the board

[Each decision, with the recommendation and the paper that supports it.]