

Reporting Cadence

Illustrative template for qualified investors

Objectives

Provide transparent, decision-useful updates focused on value creation, risks, and capital allocation.

Monthly Package

- P&L, balance sheet, cash flow with variance analysis
- KPI dashboard (growth, retention, margin, cash conversion)
- Highlights/lowlights, risks, and mitigations
- 90-day priorities & owner assignments

Quarterly Deep Dive

- Strategic initiatives progress
- Pricing and retention analysis
- Talent & org updates
- Capex and capital allocation review

Annual Review

- Budget vs. actuals and plan
- Long-term thesis update
- Board-level decisions and comp alignment

Distribution & Data Access

- Secure portal access to dashboards
- Versioned documents with audit trail
- Timely email summaries with links