What to include in a manager's report to the board

1. Business arising from the previous meeting
Updates on any specific direction given at the last meeting

2. Progress towards goals set by the board at its annual planning session
Action taken or steps made towards the achievement of the annual goals

3. Financial reports
Actual financial statements and reports will be separate

- Income and expense statement
- Monthly disbursements listing
- Balance sheet
- Bank reconciliation
- Arrears
- Cash flow
- Capital forecasting
- Investments

Manager's report should include

- any notes on significant items in the statements such as reasons for variance from budget
- notes on members' compliance with the co-op's by-laws or rules (for example, Housing Charge Payment By-law) not included in the arrears report (such as the number of late payments)
- other finance related issues such as information about the audit

4. Maintenance activity report

- Updates on preventive maintenance (such as fire alarm testing, roof anchor testing)
- Summaries of any member requests regarding maintenance
- Summary of all work orders received and completed during the period
- Other maintenance related issues

5. Vacancy and marketing report
Usually a chart showing

- units currently vacant, the condition of units and attempts to market them
- upcoming moves
- compliance with target plan (if applicable)

6. Administration

- Updates on significant administrative tasks such as annual income reviews, filing of annual reports, filing of the notice of change of directors

7. Report on legal issues (as necessary)

- Updates on legal cases
- Updates on changes to relevant legislation
- Evictions (may be part of a confidential report)

8. Personnel report

- Updates on vacation schedule
- Requests to close the office
- Overtime reports
- Updates on worker health and safety issues
- Staff training and professional development

9. Sector/Community report

- Information about sector events and activities
- Upcoming co-op events (such as AGM, spring clean up)

10. Correspondence

- A list of correspondence available for the board's review in the office
- A list of important correspondence attached to the report