

SOP Template: Monthly Administrative Reporting and Review

This SOP defines the process for **monthly administrative reporting and review**, including the collection, compilation, and analysis of key administrative data, preparation of comprehensive reports, distribution to relevant stakeholders, and scheduled review meetings. The goal is to ensure accurate tracking of organizational performance, timely identification of issues, and informed decision-making through consistent and transparent reporting practices.

1. Purpose

To set out standard procedures for the monthly collection, compilation, analysis, reporting, distribution, and review of administrative data.

2. Scope

This SOP applies to all departments responsible for submitting administrative data and participating in monthly review meetings.

3. Responsibilities

Role	Responsibilities
Administrative Staff	<ul style="list-style-type: none">Collect and submit required data by the specified deadlineEnsure accuracy and completeness of data
Administrative Manager	<ul style="list-style-type: none">Compile and analyze data submissionsPrepare the monthly reportDistribute reports to relevant stakeholders
All Department Heads	<ul style="list-style-type: none">Review monthly reportsIdentify issues and propose corrective actionsAttend and participate in scheduled review meetings

4. Procedure

- Data Collection:**
 - Each department collects necessary administrative data (attendance, budgets, operational metrics, etc.) by the 5th of each month.
 - Use standardized templates/forms for data submissions.
- Data Compilation and Analysis:**
 - Administrative Manager compiles all departmental data by the 8th of each month.
 - Analyze data for trends, discrepancies, and key performance indicators (KPIs).
- Report Preparation:**
 - Prepare a comprehensive monthly administrative report summarizing data, providing analysis, and highlighting areas of concern or opportunities.
 - Include visual aids (charts/graphs) where appropriate.
- Report Distribution:**
 - Distribute the finalized report to all relevant stakeholders (management, department heads) by the 10th of each month.
 - Ensure version control and secure access to reports.
- Review Meeting:**
 - Hold a monthly review meeting by the 15th of each month to discuss findings, track action items, and identify issues requiring further attention.
 - Document meeting minutes and follow up on assigned actions.

5. Documentation and Record-Keeping

- All collected data, compiled reports, and meeting minutes must be stored in designated folders (physical or digital) for at least 2 years.
- Maintain confidentiality and data security at all times.

6. Review and Improvement

- This SOP shall be reviewed annually, or as needed, to reflect process improvements and organizational changes.
- Feedback on the process should be collected after each meeting and considered during the review cycle.

7. References

- Organizational reporting policy documents
- Templates for data collection and report preparation
- Meeting agenda and minutes templates

8. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial version	Admin Team