

Cashflow Checklist

Do I have an accountant and bookkeeper?

Bookkeeper

Accountant

How often am I reviewing my financials?

Daily

Weekly

Monthly

What is my overhead when broken down on a monthly basis?

\$

Rent

Loans

Lease

Insurance

Staff

Utilities

License

Equipment

Subscriptions

Other

When do I do my invoicing?

Per Job

Weekly

Monthly

What are the terms on my receivables?

Immediate

One Week

30 Days

60 Days

90 Days

120 Days

When do I pay my payables?

Weekly

Bi-Weekly

Monthly

Day of the Week

What are the terms on my payables?

Immediate

One Week

30 Days

60 Days

90 Days

120 Days



Do I have an emergency fund or line of credit for my business set up?

No

Yes

How Much

Where

When are my busy times?

Time of Day

Day of Week

Week

Month

Quarter

When are my slow times?

Time of Day

Day of Week

Week

Month

Quarter

What are my streams of income?

Products

Services