Financial Health

Weekly Checklist

A checklist to help you keep on top of your business’ financial management. Working through this checklist will improve your awareness and reduce nasty surprises.

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|  | **Completed** | **Expected Date** | **Amount** |
| **BANK** |  |  |  |
| Bank Account Transactions  *(Review all the recent bank transactions to ensure they are recognised and valid)* |  |  |  |
| Bank Balance  *(Document the current bank balance to confirm how much cash you have available)* |  | \_\_\_ / \_\_\_ / \_\_\_ | **+ \_\_\_\_\_\_\_\_** |
| **CUSTOMERS** |  |  |  |
| Invoice Customers  *(Ensure invoicing is up to date with work completed)* |  |  |  |
| Review Top 5 Debtors  *(Follow-up outstanding invoices and identify cash expected to be received in the next week)* |  |  | **+ \_\_\_\_\_\_\_\_** |
| **PAYMENTS** |  |  |  |
| Top 5 Suppliers  *(Ensure critical supplier payments are made on time)* |  |  | **- \_\_\_\_\_\_\_\_** |
| Next Payroll payment and estimated amount  *(How much you need for your staff)* |  | \_\_\_ / \_\_\_ / \_\_\_ | **- \_\_\_\_\_\_\_\_** |
| Next Superannuation payment and estimated amount  *(How much you need for your staff’s superannuation)* |  | \_\_\_ / \_\_\_ / \_\_\_ | **- \_\_\_\_\_\_\_\_** |
| Next BAS payment and estimated amount  *(How much you need to pay the ATO)* |  | \_\_\_ / \_\_\_ / \_\_\_ | **- \_\_\_\_\_\_\_\_** |
| **CASH** |  |  |  |
| Do you have enough cash?  *(Add your bank balance plus expected cash in less payment obligations as an indicator)* |  |  | **= \_\_\_\_\_\_\_\_** |

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| **Action List** | **Due Date** |
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