BUSINESS CHECKLIST

CASH FLOW

This checklist has been created to take some of the complexity out of an uncertain situation and help you to understand the current cash flow position of your business

CASH FLOW FORECASTING CHECKLIST

Getting your cash flow in order is critical to the health of your business. Use this checklist to help identify your actions, and then add them to your Business Action Plan so you have a plan to work with. If you haven't already downloaded a Business Action Plan, you can find one here. You might also find it helpful to use our Cash Flow Calculator.

AVAILABLE CASH	ACTION NOW	ACTION LATER	DONE
Calculate how much cash you have available			
• Bank accounts	☐	☐	☐
• Credit cards	☐	☐	☐
• Line of credits/overdrafts	☐	☐	☐
• Creditor terms	☐	☐	☐
• Debtors	☐	☐	☐
• Access to equity in other assets	☐	☐	☐

CASH FLOW REQUIREMENTS	ACTION NOW	ACTION LATER	DONE
Work out your business' operating cash flow for the next 3-6 months, looking at your known revenue, fixed and variable costs. If relevant, consider how your cash flow might be impacted when any government stimulus finishes for you, your customers and/or your suppliers	☐	☐	☐
Consider any restart costs that may be incurred if switching operations back on (e.g. costs associated with Marketing, IT or HR)	☐	☐	☐
If there's a cash flow gap, consider how many months you have before your business uses all available cash and financial assistance	☐	☐	☐

CASH FLOW MANAGEMENT	ACTION NOW	ACTION LATER	DONE
Consider if you need to speak to your bank or finance provider about the possibility of increasing facility limits or obtaining loan repayment holidays	☐	☐	☐
Negotiate more favourable terms with suppliers	☐	☐	☐
Call in outstanding debtors or agree collection terms with customers	☐	☐	☐
Review all inventory and assets that could be converted to cash quickly	☐	☐	☐
Identify any cash reserves that you can call on for a short period of time	☐	☐	☐

MAXIMISING CASH FLOW	ACTION NOW	ACTION LATER	DONE
Explore ways to secure/improve the demand for your products/services to increase revenue more quickly	☐	☐	☐
Identify any costs that could be stopped or deferred until trading improves	☐	☐	☐
Determine your eligibility to access any economic stimulus packages or relief programs by contacting the appropriate government departments			
• PAYG withholding cash flow boost	☐	☐	☐
• ATO income tax/deferral payments	☐	☐	☐
• Payroll tax relief/deferral	☐	☐	☐
• Small to Medium Enterprise (SME) Bank Guarantee Scheme	☐	☐	☐
• Accelerated Depreciation/Instant Asset Write Off	☐	☐	☐
• SME Commercial Leasing Code of Conduct	☐	☐	☐
• Government grants	☐	☐	☐