CASH FLOW IMPROVEMENTS CHECKLIST

If you're trying to improve your cash flow, here are some useful options to consider. Use this checklist to help draw up an action plan for your business.

Business Name

Date

INTERNAL SOURCES	ALREADY DONE	ACTION NOW	CONSIDER LATER
Generating cash flow forecasts to predict problems	☐	☐	☐
Anticipating bill and tax obligations and setting money aside	☐	☐	☐
Factoring (discounting) invoices to raise cash	☐	☐	☐
Reducing stock levels through sale	☐	☐	☐
Offering surplus stock to selected customers	☐	☐	☐
Increasing rate of stock turnover	☐	☐	☐
Reducing overheads	☐	☐	☐
Tightening up on office spending to reduce risk of theft and fraud	☐	☐	☐
Subcontracting rather than employing extra staff	☐	☐	☐
Selling surplus assets and leasing equipment	☐	☐	☐
Reviewing or renegotiating financing options with your bank	☐	☐	☐
Look for extra income from unused equipment and premises	☐	☐	☐

YOUR CUSTOMERS			
Increasing prices	☐	☐	☐
Developing relationships, offering special deals to best customers	☐	☐	☐
Seeking alternative payment (credit card, part or progress payment)	☐	☐	☐
Making payments easier, improving communications	☐	☐	☐
Speeding up business cycle through e-commerce	☐	☐	☐
Credit checking all customers	☐	☐	☐
Invoicing promptly and following up overdue payments promptly	☐	☐	☐
Revising payment terms – e.g. changing to payment within X days	☐	☐	☐

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YOUR CUSTOMERS - CONTINUED...	ALREADY DONE	ACTION NOW	CONSIDER LATER
Setting targets for shortening average debt collection time	☐	☐	☐
Selling additional or complementary products to customers	☐	☐	☐
Considering discounts for cash payment	☐	☐	☐
Increasing cash sales, decreasing credit sales	☐	☐	☐

YOUR SUPPLIERS			
Developing relationships and a reliable payment track record	☐	☐	☐
Getting advance notice of special offers	☐	☐	☐
Taking advantage of discounts	☐	☐	☐
Asking supplier for more favourable payment methods	☐	☐	☐
Paying supplier by instalments	☐	☐	☐
Paying by credit card	☐	☐	☐
Renegotiating terms or asking for extended credit	☐	☐	☐
Asking suppliers to take back surplus stock	☐	☐	☐
Using just-in-time ordering to reduce stock levels	☐	☐	☐
Researching alternative suppliers	☐	☐	☐

For more tips and tools on each of these steps, visit anz.com/business

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