

Cash Management Checklist

- ✓ **Develop a cash flow projection model.**
 - Several cash flow projection models are available online which can also be integrated directly into your accounting software. Here are a couple of options:
 - <https://floatapp.com/us/>
 - <https://www.pulseapp.com/>
- ✓ **Have you taken advantage of all cash flow avenues made available to you?**
 - Increase line of credit availability.
 - Apply for Payroll Protection Program (PPP) and disaster loans.
 - Renegotiate terms on long-term debt to lower interest rate/annual cost. This may include terming out short-term lines of credit and spreading payments.
- ✓ **Are there costs that you could push out into the future once business picks up again?**
 - Dues and subscriptions
 - Continuing education and training
- ✓ **Can you renegotiate terms with any vendors?**
 - Look at vendors you have long-standing relationships with first.
 - Negotiate splitting periodic payments into smaller amounts.
 - Negotiate level payment plans for utilities (to eliminate large bills during heavy usage times).
 - Look for alternative vendors when there is no ability to renegotiate.
- ✓ **Rather than cutting the number of employees, are there employee expenses you could cut in the meantime?**
 - Cell phone, meals, coffee, etc.
 - Other employee benefits
- ✓ **Look at expenses that could be cut back.**
 - With employees possibly working from home, could you cut back on your cleaning service?
 - Are you signed up and paying for recurring services that you aren't utilizing or could do without?
 - Travel and transportation
 - Meals and entertainment
 - Insurance: Review terms and deductibles. Consolidate policies from existing multiple carriers. Especially look at business interruption insurance, if available.
 - Officer/owner personal expenses
 - Advertising and marketing accounts
 - Donations
- ✓ **Establish and enforce credit policies.**
 - Create a formal credit policy and adhere to it.
 - Enforce collection policy to ensure accounts receivable stay current.
 - Assess finance charges for accounts over 30 days. Move terms to 'due upon receipt' or collect a retainer/down payment up front whenever possible.
- ✓ **Develop an emergency cash account.**
 - Make an effort to pay out just as you would a vendor into a separate savings account.
 - Look to build a six-month reserve of cash to weather down times.