

CASH FLOW CHECKLIST

For Small Business Owners

10 quick checks to help manage cash and plan ahead.



KNOW YOUR NUMBERS

- ☐ Know your average monthly revenue
- ☐ Know your true monthly expenses
- ☐ Track how long customers take to pay
- ☐ Keep a 13-week cash flow forecast
- ☐ Review recurring expenses quarterly



KEEP CASH MOVING

- ☐ Invoice as soon as work is complete
- ☐ Follow up on overdue invoices
- ☐ Build reserves in stronger months
- ☐ Ask vendors about payment terms
- ☐ Know your funding options early

KEEP LEARNING

Love Your Cash Flow

Build healthier cash flow habits.

Know Your Numbers

See the financial questions every owner should answer.

More business insights at
ideafinancial.com/blog

