



## **Cash Flow Checklist**

### **◆ 1. Cash Inflows**

Make sure you're capturing all incoming funds:

- List all income sources (client payments, sales, etc.)
  - Record payment dates and amounts
  - Track recurring income vs. one-time payments
  - Follow up on overdue invoices
  - Reconcile bank deposits weekly
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### **◆ 2. Cash Outflows**

Stay on top of your expenses to avoid surprises:

- Track fixed expenses (rent, payroll, insurance)
  - Record variable expenses (utilities, software, marketing)
  - Review subscriptions and cancel unused ones
  - Note upcoming large purchases or investments
  - Reconcile vendor payments and credit card bills
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### **◆ 3. Tax & Compliance**

Plan ahead to avoid year-end cash shortfalls:

- Set aside 25–30% of net income for taxes
- Track estimated tax payments and due dates
- Monitor payroll tax liabilities
- Stay updated on sales tax requirements

#### ◆ 4. Cash Flow Forecasting

Use your data to plan forward:

- Project income and expenses for next 30, 60, and 90 days
  - Identify seasonal trends or slow periods
  - Plan for future large expenditures
  - Run best-case and worst-case cash scenarios
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#### ◆ 5. Cash Reserve & Safety Net

Keep your business protected:

- Maintain a cash buffer (suggested: 1–3 months of expenses)
  - Set a minimum operating cash threshold
  - Transfer surplus cash into a reserve or high-yield account
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#### ◆ 6. Monthly Review

Keep things tight and timely:

- Reconcile accounts and review your profit & loss
- Compare actual vs. forecasted cash flow
- Adjust spending if needed
- Document lessons learned & action steps

#### 💡 Pro Tip:

Use a simple spreadsheet or a tool like QuickBooks or Excel to update this checklist **weekly or monthly**.

