

## Cash Flow Check List - Sample

### Process

#### *Monday--cash focus*

- Update previous week actual billings, cash receipts, and cash disbursement (daily)
- Go through accounts payable and accounts receivable reports
- Update sales projection with the prior week's actual results and updated sales info, if any
- Update 13-week cash flow worksheet and formally review with your team

#### *Thursday--forecast focus*

- Update prior week's estimate on Monday vs. Actual results.
- Re-forecast next 13 weeks of cash payments by Tuesday PM
- Review detailed accounts receivable - any opportunities for collections?
- Look at accounts payable - what's coming up and when?
- Publish formal updated 13 Week Cash Flow -
- Save in .pdf to network drive

#### *Thursday or Friday--sales focus*

- Accounts Receivable - review detail - done
- Accounts Payable – review hot vendor payment for this week and next
- Bank Balance less Outstanding checks equals Book Balance
- Confirm Line of Credit balance and availability
- Current week's payroll, payroll taxes, 401K contributions

