

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

CASH FLOW IMPROVEMENTS CHECKLIST

YOUR CUSTOMERS - CONTINUED...

	ALREADY DONE	ACTION NOW	CONSIDER LATER
Setting targets for shortening average debt collection time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selling additional or complementary products to customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considering discounts for cash payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing cash sales, decreasing credit sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR SUPPLIERS

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

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