



Business Financial Advisors

## Managing Money: Reinvented

### What's going to happen?

#### All companies

#### Each month

Prepare a cashflow forecast  
for the coming month.

#### Each month or quarter

Prepare margin and operating costs forecasts  
for the coming month or quarter.

#### Always

Keep these as low as you can:

- > Accounts receivable
- > Inventory
- > Accounts payable
- > Short-term debt

Review each of them at least every month.

### What do I need to do about it?

Respond to what you learn in your  
"What's going to happen?" review.

continued over

# Housekeeping

## **All companies**

Separate your business and personal finances:

- > Have bank, credit card, and loan accounts that are only for your company

### **Each month**

Review your bank, credit card, and loan statements.

### **As needed**

Work with your tax advisor on:

- > Tax planning
- > Tax return preparation
- > Tax payments

### **Always**

Maintain appropriate financial and tax records.

## **Companies that invoice their customers**

### **As soon as possible:**

Invoice your customers.  
Collect outstanding invoices.

### **Each month**

Review all outstanding invoices, with particular attention to invoices that are past due.

## **Companies that have employees**

Have a payroll service:

- > Prepare your payroll
- > Pay your payroll taxes
- > File your payroll tax returns

## **Companies that reimburse employees**

Do not let your payroll service pay these reimbursements.

## **All companies**

### **As soon as possible after the end of the year**

Prepare an Income Statement and Balance Sheet for your tax advisor, so they can prepare your company's income tax returns.