

# What financial reports do I need?

| Report                    | Used to             |                       |                          |
|---------------------------|---------------------|-----------------------|--------------------------|
|                           | Prepare tax returns | Take action<br>Note 1 | Make decisions<br>Note 2 |
| Cashflow forecast         |                     |                       | ✓                        |
| Margin forecast           |                     |                       | ✓                        |
| Operating costs forecast  |                     |                       | ✓                        |
| Accounts receivable aging |                     | ✓                     |                          |
| Inventory listing         |                     | ✓                     |                          |
| Accounts payable aging    |                     | ✓                     |                          |
| Short-term debt listing   |                     | ✓                     |                          |
| Income Statement          | ✓                   |                       |                          |
| Balance Sheet             | ✓                   |                       |                          |

**Note 1:** Shorter term: To make sure your company has a future

**Note 2:** Longer term: To make sure your company has a future



Business Financial Advisors

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