

CASHFLOW PROBLEMS? KEEP THE MONEY COMING IN

GET HELP
OR LEARN A
NEW SKILL



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MAKE SURE YOUR BUSINESS IS MAKING A PROFIT



COMPLETING THESE
MONTHLY AND AT
THE END OF THE
FINANCIAL YEAR
WILL GIVE YOU A
SNAPSHOT OF YOUR
FINANCIAL HEALTH



1. BALANCE SHEET

YOUR BALANCE SHEET WILL SHOW THE FINANCIAL
HEALTH OF YOUR BUSINESS ON ANY GIVEN DAY

IT WILL TELL YOU WHAT YOUR BUSINESS IS WORTH



TOOLS
TO HELP

✓ BUSINESS
FINANCE BASICS

✓ MANAGING
YOUR LENDER



NOT SURE WHICH
BOOK KEEPING
SYSTEM TO USE?

TRY OUR FINANCIAL
STATEMENTS TEMPLATE
GET HELP CHOOSING
ACCOUNTING SOFTWARE
ATTEND AN ACHIEVING
FINANCIAL SUCCESS
SEMINAR

2. PROFIT & LOSS STATEMENT

YOUR PROFIT & LOSS STATEMENT WILL SHOW YOUR
BUSINESS' INCOME AND EXPENSES OVER A PERIOD OF TIME

IT WILL LET YOU
KNOW IF YOUR
INCOME IS NO
LONGER MEETING
YOUR EXPENSES



FIND WAYS TO TAKE
ACTION SO YOU'RE
ALWAYS MAKING A
PROFIT. FOR EXAMPLE
IF BUSINESS EXPENSES
ARE INCREASING,
CONSIDER RAISING
YOUR PRICE.

TOOLS
TO HELP

✓ BUSINESS
FINANCE BASICS

✓ MARKETING PLAN

✓ PRICING IT RIGHT

3. CASH FLOW STATEMENT



YOUR CASH FLOW STATEMENT WILL SHOW
MONEY COMING INTO AND GOING OUT OF
YOUR BUSINESS FOR A SET TIME PERIOD

IT WILL GIVE YOU WARNING SIGNS TO
HELP AVOID FUTURE FINANCIAL TROUBLE



NET OPERATING CASH
FLOW IS THE AMOUNT
OF CASH THAT A
BUSINESS HAS AFTER
PAYING ITS BILLS.

IF NET OPERATING CASH
FLOW IS LESS THAN
PROFIT AFTER TAX - YOU
ARE SPENDING MORE
THAN YOU EARN.



SPENDING
TIME TO
CHASE DOWN
INVOICES CAN
GET COSTLY

THIS IS TIME
THAT YOU
COULD INVEST
IN WORKING
ON YOUR
BUSINESS

TOOLS
TO HELP

✓ BUSINESS
FINANCE BASICS

✓ CASH FLOW
FORECAST

✓ FINANCIAL
CALENDAR