

## Free Cash Flow Checklist for Small Business Owners

*Stay in Control of Your Money—Without the Guesswork*

Use this checklist each month to keep your cash flow organized, predictable, and stress-free.

### Weekly Cash Flow Habits

- Review your bank account balances
- Check incoming payments (*what cleared, what hasn't*)
- Follow up on overdue invoices
- Review upcoming bills due this week
- Make necessary payments (*without draining cash too early*)

### Accounts Receivable (*Money Coming In*)

- Confirm all invoices are accurate
- Track who has paid and who hasn't
- Follow up on overdue payments
- Review your AR aging report (*30/60/90+ days*)

### Cash Flow Planning

- Estimate next month's income
- Estimate upcoming expenses
- Identify any potential cash shortages
- Adjust spending if needed
- Set aside money for taxes

### Quick Wins You Can Implement Today

- Send invoices immediately (*not days later*)
- Set clear payment terms (*Net 7, Net 15, etc.*)
- Automate invoice reminders
- Separate business and personal finances
- Review your numbers weekly—even for 10 minutes

### Monthly Cash Flow Review

- Review your Profit & Loss statement
- Compare income vs. expenses
- Identify any unusual or unexpected expenses
- Check your cash position (*how much is actually available*)
- Review outstanding invoices (*who owes you money*)
- Review upcoming bills and obligations

### Accounts Payable (*Money Going Out*)

- Track all incoming bills
- Confirm due dates
- Schedule payments strategically
- Avoid late fees and penalties
- Prioritize essential expenses

### Red Flags to Watch For

- Consistently late-paying clients
- Cash balance dropping month over month
- Paying bills late due to lack of funds
- Not knowing how much you owe or are owed
- Relying on credit to cover expenses

***NOTE: If you're checking any of these regularly, it may be time to get support.***

### Need Help Keeping Your Cash Flow on Track?

Managing cash flow doesn't have to fall on your shoulders.

If you'd like support with invoicing, tracking payments, managing bills, or keeping your books organized, we're here to help.

Call us at **630.765.1581** or send us an email at **[info@dsbookkeeping.net](mailto:info@dsbookkeeping.net)**.