

# Financial Health *Checklist*

A tool for entrepreneurs to evaluate and enhance their business's financial health. The checklist covers cash flow, expense tracking, debt management, and financial planning.

Regular review helps spot issues early, make informed decisions, and secure long-term success.

Use this checklist to maintain a clear and accurate picture of your financial health, enabling you to focus on growth and profitability with confidence.



# FINANCIAL HEALTH *checklist*

	TASK	DONE
01	Gather Financial Documents:	<input type="checkbox"/>
02	Bank/Credit Card/Loan Statements	<input type="checkbox"/>
03	previous Year's Tax Return	<input type="checkbox"/>
04	Investment Account Statement (if applicable)	<input type="checkbox"/>
05	Receipts and Invoices	<input type="checkbox"/>
06	Set Up a Filing System:	<input type="checkbox"/>
07	Create Physical/Digital Folders for Each Category (Statements, Tax Returns, Receipts, Invoices, Expenses, etc.)	<input type="checkbox"/> <input type="checkbox"/>
08	Organize Documents by Month and Year	<input type="checkbox"/>
09	Track Income and Expenses:	<input type="checkbox"/>
10	List All Sources of Income	<input type="checkbox"/>
11	Categorize Expense (Utilities, Rent, Payroll, Supplies, etc.)	<input type="checkbox"/>
12	Use Accounting Software/Spreadsheet to Track Transactions	<input type="checkbox"/>
13	Reconcile Statements:	<input type="checkbox"/>
14	Compare Statements with Financial Records	<input type="checkbox"/>
15	Identify and Correct Discrepancies	<input type="checkbox"/>
16	Review and Update Budget:	<input type="checkbox"/>
17	Compare Actual Income and Expenses with Budget	<input type="checkbox"/>
18	Adjust Budget Categories as Needed	<input type="checkbox"/>
19	Monitor Cash Flow:	<input type="checkbox"/>

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	TASK	DONE
20	Create a Cash Flow Statement	<input type="checkbox"/>
21	Project Future Cash Inflows and Outflows	<input type="checkbox"/>
23	Identify Periods of Cash Shortages/Surpluses	<input type="checkbox"/>
24	Prepare for Tax Season:	<input type="checkbox"/>
25	Collect All Necessary Tax Documents	<input type="checkbox"/>
26	Review Tax Deadlines and Plan Accordingly	<input type="checkbox"/>
27	Consult With A Tax Professional (if needed)	<input type="checkbox"/>
28	Review Financial Goals:	<input type="checkbox"/>
29	Set Short-Term/Long-Term Financial Goals	<input type="checkbox"/>
30	Create A Plan to Achieve Theses Goals	<input type="checkbox"/>
31	Regularly Review and Adjust Your Goals	<input type="checkbox"/>
32	Check Compliance:	<input type="checkbox"/>
33	Ensure Your Business Complies With Local/State/ Federal Regulations	<input type="checkbox"/>
34	Review Licenses/Permits/other Compliance Documents	<input type="checkbox"/>
35	Stay Updated on Changes in Regulations	<input type="checkbox"/>
36	Seek Professional Advice:	<input type="checkbox"/>
37	Consult With An Accountant or Financial Advisor	<input type="checkbox"/>
38	Review Your Fiancial Strategy and Performance	<input type="checkbox"/>
39	Get Recommendation for Improvement	<input type="checkbox"/>
40	Review Insurance Coverage:	<input type="checkbox"/>

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	TASK	DONE
41	Check Your Business Insurance Policies	<input type="checkbox"/>
42	Ensure coverage is Adequate Based on Busienss Needs	<input type="checkbox"/>
43	Evaluate Investment Opportunities	<input type="checkbox"/>
44	Review Current Incestments	<input type="checkbox"/>
45	Identify New Investment Opportunities	<input type="checkbox"/>
46	Create A Financial Forecast to Support Growth Plan	<input type="checkbox"/>
47	Stay Organized:	<input type="checkbox"/>
48	Regularly Update Your Financial Records	<input type="checkbox"/>
49	Schedule Periodic Financial Reviews	<input type="checkbox"/>
50	Keep Your Filing System and Financial Tools Organized and Up-to-Date	<input type="checkbox"/>