

## Monthly Financial Plan Checklist

Task	Y/ N	If Not - Action Plan
Ensure development of key performance indicators to be monitored.		
Reconciled your bank account		
Prepared aged listing of accounts receivable and took required action		
Prepared aged listing of accounts payable and made any special arrangements required		
Physically reviewed inventory levels to compare against accounting records		
Compared financial performance to projections		
Adjusted financial plans as required - re-work cash flow requirements		
Complete and follow-up action plans as required		
Keep your banker or other lender informed on your progress - good or bad		
Other		