

STEP 1: Identify Your Financial Needs

Action Items

Checklist

	Status?	Target Date?	Responsibility?
Develop a business plan, including mission statement, objectives and plans to achieve those objectives.			
Assemble a team to carry out the plan and make your company "investor ready".			
Prepare financial statements with projections based on your objectives and plans.			
Prepare annual projections ranging from one to five years and one year's monthly cash budget.			
Determine your financial needs (e.g. working capital, fixed assets, marketing costs, and financial cushion).			
Formulate your company's financial objectives for liquidity, leverage, management and profitability.			
Examine the assumptions that underpin your financial projections and working capital needs; look at these assumptions from all perspectives.			
Produce several financial scenarios to determine how changes in these assumptions would affect the company's projected profit and cash flow.			
Calculate your company's break-even point.			