



Business Foundations Checklist

FINANCIAL

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ORGANIZATION

				Do you have a CPA
				Have you purchased a financial software package
				Have you properly set up your financial Package
				Do you have proper Procedures and Controls in place
				Do you have a Bookkeeper
				What terms do your vendors offer you
				What terms do you offer your customers

FINANCIAL MANAGEMENT

				How much initial capital you need to start a business
				Do you have the initial capital required to start a business
				Have you defined the maximum capital you are willing to invest
				Do you have a monthly operating budget
				What is your expected return on investment
				Have you defined your monthly cash flow
				Have you prepared monthly income and balance sheet projections
				What is your break even point
				Has your CPA audited your financial controls

REPORTING

				Do you have a CPA or Bookkeeper
				Who prepares your tax returns
				Do you have a banking relationship
				Does that banking relationship include a lending relationship
				Have you prepared your property tax listing
				Do you have your privilege license
				Do you have internal or external audit procedures
				Sales and Use Tax reporting and compliance

CAPITAL STRUCTURE

				Do you intend to Bootstrap your company
				Do you have a borrowing relationship with your bank
				Do you have company credit cards, are there spending limits for each card
				Do you have a formal reimbursement policy
				Do you have Accounts Receivable that you can borrow on through factoring or other relationships
				Are you familiar with non-traditional borrowing options
				Are you looking to obtain financing from Angel Investors
				Are you looking to obtain financing from Venture Capitalists
				Do you plan on borrowing capital from Friends and Family
				Do you have loans from Friends and Family
				Are your receipts properly documented as contributed capital or debt

BANKING

				6 C's of lending; Character, Capacity to pay, Capital, Collateral, Conditions, Confidence
				Do you know your credit score and do you check it regularly
				Do you know what type of borrowing fits your needs

Nussbaum Center for Entrepreneurship



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				Do you have a business checking account
				Do you take credit cards
				Do you have company credit cards