FOSTER STATEGIC
SERVICES

Cash Flow Checklist

1. Incoming Cash (Know What's Coming In)

☐ All active revenue streams are clearly listed (service, product, maintenance, etc.)
☐ Invoices are issued promptly (within 24–48 hours of job completion)
☐ Deposits and progress payments are tracked and collected on schedule
☐ Retainers or recurring payments are automated when possible
☐ Outstanding invoices are reviewed weekly and followed up consistently

2. Outgoing Cash (Control What's Going Out)

☐ Regular expenses are categorized and reviewed monthly (materials, payroll, overhead)
☐ Vendor terms are tracked — and early-pay discounts are used strategically
☐ Owner draws or distributions are planned and scheduled, not reactive
☐ Subscriptions, tools, and memberships are reviewed quarterly for relevance
☐ Equipment purchases or leases are evaluated for ROI and cash impact

3. Timing (Watch the Gaps)

☐ Weekly cash flow forecast prepared (6–8 weeks forward)
☐ Large bills or project costs anticipated and timed with expected receipts
☐ Payroll and tax dates are on a master cash calendar
☐ Cash buffer or reserve target (1–3 months of expenses) in place

4. Profit & Planning (Make It Work for You)

☐ Monthly profit review includes both cash and accrual insights
☐ Job costing reports reviewed for accuracy and margin protection
☐ Tax savings set aside monthly or through a separate account
☐ Growth investments are funded intentionally, not impulsively
☐ Business and personal financial goals reviewed at least quarterly

5. Clarity Actions (Your Next Steps)

✅ Identify your top 3 "cash leaks"
✅ Create a simple cash flow tracker or dashboard
✅ Schedule a recurring financial review meeting (weekly or biweekly)
✅ Involve your advisor in proactive cash discussions
✅ Celebrate the wins — clarity builds confidence

deedee@gfosterstrategicservices.com / 320-298-6546