**Cash Flow Discovery Questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared For:** |  | **Date Prepared:** |  |

|  |
| --- |
| **Business Information** |
| 1. What kind of business is this? What role do you play in your business? |
|  |
| 2. What phase if your business in? (Mature vs. Immature; Static) |
|  |
| 3. When are the books closed for the month? |
|  |
| 4. What are the trends you have seen in your business in the past year? |
|  |
| **Cash Flow Information** |
| 5. Approximately, what is your Start of Month Balance? |
|  |
| 6. Where is cash generated from? (Invoices; credit line; owner contributions) |
|  |
| 7. What is the volume of cash-in transactions? What is an approximate monthly figure? |
|  |
| 8. How is cash being spent? (Payroll; expenditures; COGS; bills) |
|  |
| 9. What is the volume of cash-out transactions? What is an approximate monthly figure? |
|  |
| **Current and Future Cash Position** |
| 10. Do you have outstanding accounts receivable or accounts payable balances? |
|  |
| 11. How are you performing against budget expectations this year? |
|  |
| 12. How big are your savings? |
|  |
| 13. How often do you get paid late or miss paying yourself? |
|  |
| 14. How fast are you growing? (Discuss the next 1-3 months of upcoming inflow and outflow activity) |
|  |
| **Personal Connection** |
| 15. What are the things about your business that keep you awake at night? |
|  |
| 16. If you knew you couldn’t fail, what would you do now? |
|  |
| 17. What will it take to drive this business forward? If I could do one thing to help you right now, what would it be? |
|  |