**Cash Flow Discovery Questionnaire**

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

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