WORKSHEET / TOOL 03

The cash conversation

Type into the fields or print a copy for your next working session.

01 What is available?

Reconcile cash to the bank. Separate unrestricted cash from committed, restricted or outstanding funds.

02 What is expected?

Date confirmed receipts and forecast receipts separately. Include payroll, suppliers, tax and working capital.

03 What date forces our hand?

Stress-test late receipts, slower sales and an unexpected cost. On what date does each force action?

04 What will we do?

Set a cash floor and a decision date. Name the person responsible for each cost or fundraising action.

Decision record

Owner

Agreed on

Review date

Evidence that would change the decision