



## Your Business, Your Plan Service

Key Financial Areas		Service Level		
		ANNUAL	QUARTERLY	MONTHLY
<b>Results and Cashflow Review</b>	Month end Close	✗	✗	✓
	P&L & Balance Sheet	✓	✓	✓
	Cashflow	✓	✓	✓
	Analysis and highlight issues	✓	✓	✓
	Visit your business premises	Annually	Quarterly	Monthly
	Meeting with you and your team	✓	✓	✓
	Assist to Implement agreed Actions	✗	✗	✓
<b>Business Plan</b>	Clarify Goals and set business direction	✓	✓	✓
	SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats)	✓	✓	✓
	Current Financial Position	✓	✓	✓
	Options & Strategies	✓	✓	✓
	Targets 1-3 years	✓	✓	✓
	Action Plan	✓	✓	✓
	Alignment with Personal Financial Plan – 6 Pillars	✓	✓	✓
	Annual Review and Update	✓	✓	✓
	Tracking	Annually	Quarterly	Monthly
	Implementation	✗	✗	✓
<b>Financial Plan (for the Owner)</b>	Clarify Personal Financial Goals	✓	✓	✓
	Review current Financial Position	✓	✓	✓
	Identify Gaps and issues	✓	✓	✓
	Options & Strategies	✓	✓	✓
	Cost/Benefit Analysis	✓	✓	✓
	Projections	✓	✓	✓
	Action Plan	✓	✓	✓
	Alignment with Business Plan – 6 Pillars	✓	✓	✓
	Implementation	✓	✓	✓
	Review and Update	Annually	6-Monthly	Quarterly

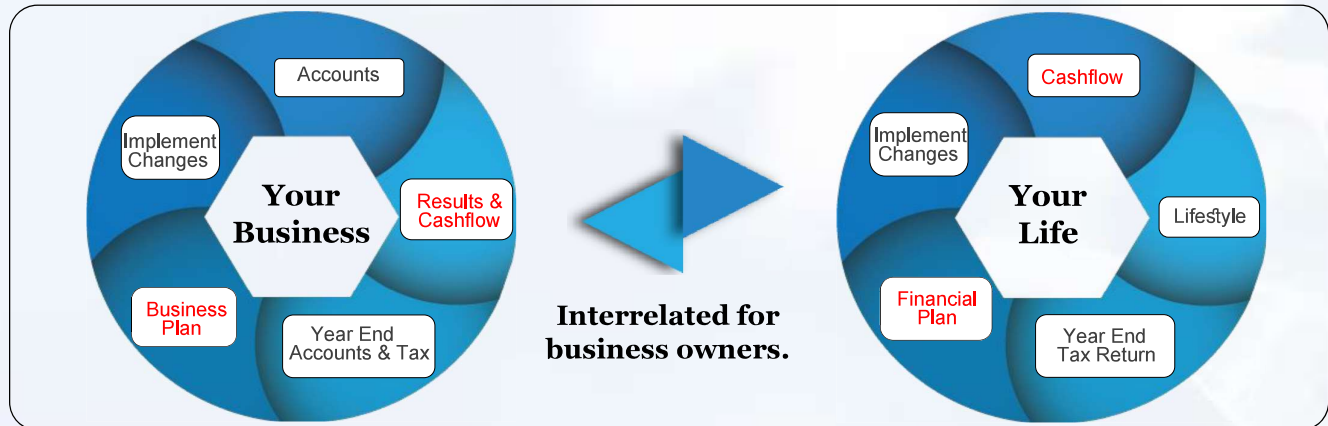
### Fee estimate

For this service, the fee will vary depending on the service level selected and your specific circumstances. Once this is assessed with you, a fee estimate will be provided.



## *The Financial Process*

The money go round. Common gaps areas are in **red** below.



**What are your gaps Areas? Some Key Questions to consider are:**

### *Results & Cashflow Review*

- Who does your books? You, staff member, Trained Bookkeeper, or Qualified Accountant?
- Are the numbers up to date and accurate?
- Do you manage using these numbers or mainly used to prepare your BAS?
- Do you struggle with customer collections or managing your payments?
- How often do you see your Accountant?

### *Business Plan*

- Do you have a business plan? Is it in writing with financial targets?
- Is it a feasible plan?
- Do you track your progress to this Plan? How often? Monthly? Quarterly?
- Is this plan updated? How often? Annually?
- Do you have a business Succession Plan?

### *Personal Financial Plan*

- Do you as the owner(s) have a Personal Financial Plan? Is it in writing?
- Does it cover the 6 Pillars?
- Do you use your business as your ATM to fund personal discretionary expenses?
- Is your home used as security to fund your business?
- Do you have a Financial Advisor?

### *Aligned Plans*

- Are your business plan and personal financial plan aligned and in sync?

**Next step options? We can proceed in a way that best suits you.**

1. ***Follow Up Meeting*** - find out more on how best to work together.
2. ***Initial Workshop*** - explore this further and stress test your business.
3. ***Step by step approach*** - address urgent issues and work in stages.
  - Step 1 - Complete the Results Review,
  - Step 2 - Prepare the Business Plan, and
  - Step 3 - Complete and align your Personal Financial Plan with your Business Plan.
4. ***Fast track – the Your Business, Your Plan process*** - work on all 3 components in tandem and make the necessary changes to achieve the results sooner.