STATIUS
MANAGEMENT SERVICES
RAISING STANDARDS • OPTIMISING ORGANISATIONS

Version 1

The Financial Mastery checklist

"Applying science to the art of management."

	Basic Level	
	Customer invoices are always presented accurately and on time	
	The bank reconciliations are complete and up to date	
	All your income VAT and other taxes are filed, paid and current	
	All your bills are routinely paid on time	
	Payroll is automated, accurate and effortless	
	Inventory procedures are in place and ensure an accurate account of usable inventory at the end of each month	
	Your accounts payable ledger is current and includes all bills and purchase orders	
	Your business is current with loan repayments and is in conformance with all loan agreements	
	Your accounting department is systematised	
	Financial statements including profit & loss, balance sheet, cash flow statement, creditors and debtors are complete and reviewed each month	
	Each department gets the relevant reports required & makes use of the information provided	
	Your targets are being met for debtors outstanding	
	Six monthly cash flow budget is set and reviewed monthly	
	12 month budget is set and reviewed monthly	
	12 month sales budget is set and reviewed weekly	
	Your target for stock turns is being met	
	Your target for profitability is consistently met monthly	
	Breakeven levels have been established conveyed to the team and are met	
	Profit margins for each product and/or service is known	
	Payment terms will all key suppliers have been reviewed in the last 12 months	
	The cash gap is understood and efforts are under way to reduce it	
	Intermediate Level	
	The levels of credit notes raised in low and decreasing	
	Robust processes are in place for escalating the payment for overdue invoices	
	Business owners get paid what they're worth every month	
	10% of monthly turnover is held in a separate account for reinvestment	
	Three months cash flow is held in a reserve bank account	
	Debt to equity ratio is stable and at a level consistent with the owner's risk profile	
	Return on capital employed is understood and targets are set	
	Return on equity is understood and targets are set	
	Advanced Level	
	All financial ratio targets have been met and are reviewed quarterly	
	Your business is highly profitable and presents a great opportunity for an investor wanting to buy	
	You are pursuing sophisticated investing in other businesses, property and shares	