

Startup Financial Planning Checklist

Clarify business assumptions, initial cash needs and accounting foundations.

Describe the business

- Write down the proposed activity, customers, revenue model and key operating assumptions.
- Identify entity and jurisdiction questions for appropriately qualified advisers; requirements vary.

Build an explainable plan

- Separate initial expenditure from recurring costs and distinguish estimates from known commitments.
- Map expected receipts and payments by period, allowing for collection and payment timing.
- Identify available cash, proposed funding and the intended use of funds without assuming finance will be approved.
- Compare a base case with slower sales, delayed receipts or higher costs; document the assumptions.
- Check whether planned cash resources cover commitments in each scenario, not only whether forecast profit is positive.

Establish financial discipline

- Decide who maintains records, approves expenditure and reviews results.
- Plan document references, bank reconciliations and a useful initial management report.
- Update forecasts against actual activity and flag assumptions that have changed.
- Discuss applicable tax, registration and professional requirements separately; this is not a statutory checklist.

General preparation guidance only. Not professional advice, an official checklist or a complete statement of statutory requirements. Adapt to the entity, circumstances and agreed engagement. No deadlines, approvals or outcomes are promised.