

AGENDA FOR FINANCE MEETING



The finance meeting is essential to ensure that the business's finance function is operating efficiently, and the finances of the business are kept on track.

This meeting should take place at least once a month and should include the following:

1. A check of the bank reconciliation to ensure all items on the bank and credit cards are up to date.

2. A review of the Profit and Loss to look at the performance - monthly and year to date (YTD).

3. A review of the Profit and Loss vs Budget for the month.

4. An update on Credit Control – a review of aged debtors to ensure that any outstanding debts are discussed, and a review of action taken so far. A decision if any debts are to be escalated to legal action. Discussion about any potential bad debts.



5. An update on Payables – are there any old creditors that are due to be paid.

6. A review of the short-term cashflow forecast to see if the business is ok for cash in the next couple of months. Discussion on any upcoming large capital outlays.

7. Discussion about work in progress.

8. A review of systems and controls to make sure that everything is working, receipts are being collected etc.

9. Any Other Business (A.O.B)