

Covid 19 – Business Finances - Action Plan

The coronavirus pandemic Has left many businesses with closures and reduced income. Below is a detailed action plan of numerous things that need to be done to ensure you have the cash flow to get through this. Please contact total books for further support and advice.

- ✓ Prepare varied cash flow’s forecasts covering Three, 6, 9 & 12 month variations. If you have no or reduced income for these periods plan out the forecasts. Use the information on expected income & expenditure below to do this. Total books can help you with this. A cash flow forecast is available on our Covid 19-HUB.
- ✓ List out all of your customer invoices that are outstanding and request your customers to pay these immediately. Ensure all new invoices are raised and chased immediately.
- ✓ Speak to your customers that are going through a hard time to see what you can do to help them. Maybe discount or offer payment plans to ensure you get paid in the long term.
- ✓ Offer discounts or new lines and products that are discounted to ensure a slow stream of income.
- ✓ list out all your outgoings and expenses. Create a spreadsheet or written note for each of your outgoings to see which ones you can stop and which ones you can reduce with a final figure at the end. For any non-urgent costs stop them immediately and for any urgent costs look at how to reduce or pause the payments. Example below.

Monthly outgoings							
Date	Details	Cost	Can be cancelled - amount	Action	Can't be cancelled - amount	Can they be reduced - amount	Total costs that can't be cancelled - amount

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- ✓ List out all your suppliers and speak to them to pause or stop your payments in the short term. If you have supplier repayment terms speak to them about extending these.
- ✓ Reduce staff costs by making some part time or putting some on furlough.
- ✓ If you have stock in hand ensure you utilise all of your stock & only order as required.
- ✓ Many Insurance companies, utility providers, phone & internet Providers are offering paused payments and payment holidays speak to them directly.
- ✓ Look at pivoting your business offering to provide products and services that may be different to what you were providing previously. Ensuring that it is tailored to the current market. an example is a restaurant providing delivery takeaway. Or a business service provider providing products online instead of face to face. Ecommerce for online sales instead of shop sales.
- ✓ Plan forwards regards your customers. Do you expect to lose any. Do you have to offer any discounts to keep existing ones? How will you obtain new ones? Will your existing customers still be there when you open?
- ✓ If you have any capital payments such as loans, fixed asset lease or hire purchase repayments speak to your providers directly to pause your payments.
- ✓ Look at obtaining funding from the banks, financiers and private sources to get through this period of short cash flow.
- ✓ Look at all available government grants and loans speak to total books about this
- ✓ HMRC have a time to pay arrangement deferring all tax payments until the 31st of March 2021. speak to total books about this <https://www.gov.uk/difficulties-paying-hmrc>
- ✓ The local council have paused business rates payments and are offering a rates relief grant.
- ✓ speak to all of your customers and suppliers to look at how you can support each other through this.

We are here to support you through this. Know other countries have got through this in three months and we will get through this too. A cure is just around the corner.

For further help Book a call with Total Books on 02920 026505

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