



The Busy Director's Quick Money Management Checklist

- You review your financial statements as if your center's life depended on it – no less than monthly.
- You prepare your annual budget and monitor it regularly.
- You prepare your monthly cash flow projections at the beginning of the year and update it frequently.
- You collect your center's cash.
 - Invoice parents promptly.
 - Collect a deposit up front.
 - Do not allow late payers to get too far behind.
 - Give parents resources for help with their own budgeting and cash flow.
- You reduce your cash out.
 - Review your payables at least twice a month.
 - Cut expenses where it won't hurt quality.
 - Put off equipment purchases and optional expenses until later.
- You get approval for a line-of-credit from your bank before you need it.
- If the wolves are already at your door –
 - Talk to your creditors as soon as you have a problem. They don't like surprises.
 - Talk to creditors and vendors to see if they will reduce your payments.
 - Make small partial payments to all creditors.
 - Be honest. Don't promise more than you can actually pay.