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We have devised this useful questionnaire to help you identify areas where short term planning and changes may be required due to the impact of Covid-19.

Business issues

1. Do you understand how you impacted by Covid-19? If so, p implications below.		
2. Have you checked our <u>Covid-19 Hub here</u> , and are you aware of the Government support available for your business?		
Yes	No	
3. Are you impacted by an immediate lack of demand for your product / service?		
Yes	No	
4. Are you impacted (or likely to be) by supply chain shortages?		
Yes	No	
5. Are you currently and project within your existing financial f		
Yes	No	

6. Do you know what your break-even point is?
7. What positive steps have you taken to review your cost/ overhead base?
8. Before looking at reducing the workforce or putting them on reduced hours, have you considered the Government support available to you to keep employees in their roles?
9. Have you adopted a work at home policy where possible?

Continued overleaf





Cashflow management

10. Have you updated your monthly cashflow projections/ budget for the current year, overlaying various scenarios to better understand the financial implications?

Yes No 11. Have you compiled a 13-week short term (daily) cashflow forecast, again overlaying various scenarios to ensure sufficient availability of cash in the near-term?

Yes No

12. Does the above indicate a potential short-term cashflow shortfall?

Yes

13. Are you producing monthly management information in a timely manner to monitor the impact of Covid-19 and to support any application for any additional finance?

No

No

Yes

14. Aside from overall trading, the risk of Bad Debts or late payment of invoices being higher than normal. Do you have plans in place to address this key cashflow risk?

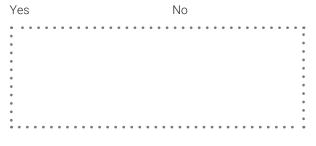
Yes No

15. What levels are your stock, WIP and trade debtors running at? In the context of your normal working capital cycle, are these levels higher than usual?

16. How is your relationship with the bank?

17. Do you know when your bank facilities are due for review? Are they committed (i.e asset based) or on demand (o/d)? Do you understand the implications of this? Review date: (/ /)

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Continued overleaf



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		ning? Can this be deferred? Do you need help funding it?
0 0 0		
Tax issues		
19. Are you anticij	pating any trading loss t	his year?
Yes	No	
20. Should you loo	ok at reducing the previc	ous year's tax payment in anticipation of the losses?
Yes	No	
21. Are the directo	ors taking remuneration	by way of dividends? If yes, do you have sufficient reserves to meet this?
Yes	No	
• • •		
•		•••••••••••••••••••••••••••••••••••••••
22. Are you up to d with the revenue?	<u> </u>	tax, VAT & PAYE (& CIS if relevant)? If not, have you arranged a payment plan
Yes	No	
• • •		
23. Have you facto	pred the VAT deferral into	your cashflow planning? This will allow you to defer the payment of VAT for also include any unpaid debts arising from assessed VAT.
Yes	No	

Contact

For further assistance or information please contact your usual MHA Monahans representative or contact your local office:



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