

Business Healthcheck Questionnaire

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 your business has been impacted by Covid-19? If so, please document the key implications below.

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2. Have you checked our [Covid-19 Hub here](#), 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 projected to continue trading within your existing financial facilities?

Yes

No

6. Do you know what your break-even point is?

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7. What positive steps have you taken to review your cost/overhead base?

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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?

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9. Have you adopted a work at home policy where possible?

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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 No

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?

Yes No

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: (/ /)

Yes No

Continued overleaf

18. What capital expenditure are you planning? Can this be deferred? Do you need help funding it?

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Tax issues

19. Are you anticipating any trading loss this year?

Yes No

20. Should you look at reducing the previous year's tax payment in anticipation of the losses?

Yes No

21. Are the directors taking remuneration by way of dividends? If yes, do you have sufficient reserves to meet this?

Yes No

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22. Are you up to date with your corporate tax, VAT & PAYE (& CIS if relevant)? If not, have you arranged a payment plan with the revenue?

Yes No

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23. Have you factored the VAT deferral into your cashflow planning? This will allow you to defer the payment of VAT for any returns filed until 30 June. This could 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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