

Know Your Finances

Use this checklist to consider and plan for your business financial needs in the event of a disruption.

Updated: _____

Next review date: _____

Overall Business Needs

Have you worked with your bank to set up a line of credit for your company? Yes No

Who is responsible to activate it and who has access to it?

How much cash is needed to survive a 3-day _____, 5-day _____, 10-day _____ or longer shutdown?

For what purpose is the cash needed?

Will you have that cash on hand?

Who would make the decision to utilize the cash?

Who would have access to the cash?

Do you have sufficient cash to pay for various additional services that might be needed, such as janitorial or security services? Yes No

Do you have a company credit card that could be used for emergency purchases? Yes No

Who is authorized to use the credit card?

Will you be able to pay your bills/accounts payable? Yes No

Do you have procedures in place to accommodate a business disruption? Yes No

Will you be able to continue to accept payments from customers/accounts receivable? Yes No

Do you have procedures in place to accommodate a business disruption? Yes No

Have you identified an alternate location where you can work? Yes No

Human Resources

In the event of a widespread disaster, how will payroll be handled? _____

If your business is forced to shut down temporarily, will some or all employees continue to be paid? _____

For how long?

Will they be able to use their sick time and/or vacation time without restriction? Yes No

Are there union considerations? Yes No

Have your employees been made aware of your policies that will be in place during a disruption? Yes No

If banks are closed, will your business provide paycheck-cashing services? Yes No

What is your business's policy on cash advances, check cashing and employee loans?

Will your employees be expected to work overtime? Yes No
