

# The Cash Flow Checklist

5 Questions Every \$3M+  
Business Owner Must Be Able  
to Answer About Their Cash Position

2026 Resource Guide

## Is Your Business Flying Blind on Cash?

You've built a business generating \$3 million or more in revenue — that's a remarkable achievement. But here's the uncomfortable truth that many high-revenue business owners face: strong sales do not guarantee strong cash flow. In 2026, with tighter lending conditions, rising operational costs, and unpredictable market shifts, the gap between profitability on paper and actual liquidity in your bank account can be the difference between a thriving business and a company in crisis.

The most financially resilient business owners we work with share one common trait: they don't just review their P&L at year-end — they actively manage and monitor cash flow as an ongoing discipline. Yet in our experience at Abundi Business Solutions, even seasoned entrepreneurs struggle to answer five fundamental questions about their cash position with confidence.

This checklist is your compass. If you're preparing for a growth investment, navigating a slow season, planning a major hire, or simply trying to sleep better at night, answering these five questions clearly puts you in command of your business finances.

*Use this checklist quarterly — or any time you're facing a major business decision. If you can't answer even one of these questions with confidence, that's your signal to act.*

## 01 Do you know your exact cash runway — and what's draining it?

**Why it matters:** Knowing how many months your business can operate without new revenue prevents panic decisions, protects payroll, and gives you leverage in negotiations.

- ☐ I know my current cash balance across all business accounts as of today.
- ☐ I have calculated my average monthly operating expenses (fixed + variable) for the past 6 months.
- ☐ I know my exact cash runway:  $\text{current cash} \div \text{monthly burn rate} = X \text{ months}$ .
- ☐ I have identified the top 3 expense categories consuming the most cash.
- ☐ I review a 13-week cash flow forecast at least monthly.

## 02 Are you collecting receivables fast enough — or funding your clients' businesses?

**Why it matters:** At \$3M+ revenue, even a 10-day delay in collections can tie up \$80,000–\$120,000 in working capital. Slow receivables are a hidden cash drain most business owners underestimate.

- ☐ I know my current accounts receivable (AR) total and average age of outstanding invoices.
- ☐ My Days Sales Outstanding (DSO) is tracked monthly and benchmarked against industry standards.
- ☐ I have a documented collections process for invoices 30, 60, and 90+ days overdue.
- ☐ I have identified my top 5 clients by outstanding balance and assessed their payment patterns.
- ☐ I offer early payment incentives or have reviewed invoice timing to accelerate collections.

## 03 Do you have a true picture of your upcoming cash obligations for the next 90 days?

**Why it matters:** Most cash crises aren't surprises — they're predictable if you're looking ahead. \$3M+ businesses often carry significant forward obligations that aren't visible on a simple bank statement.



- ☐ I have mapped every fixed obligation due in the next 90 days (rent, loan payments, payroll, insurance, taxes).
- ☐ I know my estimated quarterly tax payments and have funds set aside or a payment plan in place.
- ☐ Seasonal revenue dips are accounted for in my 90-day cash projection.
- ☐ I know the renewal dates and costs of major contracts, subscriptions, and vendor agreements.
- ☐ My 90-day cash projection is documented in writing and reviewed with my advisor regularly.

## 04 Is your business generating cash or just generating revenue?

**Why it matters:** A business can be highly profitable on paper and still be cash-flow negative. Understanding the difference between accounting profit and actual cash generation is critical for growth decisions.

- ☐ I review a Cash Flow Statement (not just P&L and balance sheet) at least quarterly.
- ☐ I can distinguish my operating cash flow from investing and financing cash flows.
- ☐ I understand the cash impact of my inventory, equipment, or capital expenditures.
- ☐ I know whether my net income is being converted to cash — or trapped in working capital.
- ☐ My accounting team or advisor reconciles my profit to my cash position on a regular basis.

## 05 Do you have a cash reserve strategy and a plan if things go wrong?

**Why it matters:** High-revenue businesses are not immune to sudden cash shortfalls. Proactive planning — not reactive borrowing — is the mark of a financially mature business owner.

- ☐ I maintain a dedicated business cash reserve (separate from operating accounts) of 1–3 months of expenses.
- ☐ I have a pre-approved line of credit or credit facility in place before I need it.
- ☐ I have reviewed my banking relationships and know my current borrowing capacity.
- ☐ I have a documented contingency plan for a 20–30% revenue shortfall lasting 60–90 days.
- ☐ I have reviewed my cash flow strategy with my tax and financial advisor within the last 12 months.

## How Did You Score?

|         |                                                                                                                                              |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 23–25 ✓ | Cash Flow Confident — You have strong financial visibility. Focus on optimization and strategic growth.                                      |
| 15–22 ✓ | Building Clarity — You have a solid foundation with meaningful gaps. A structured cash flow review will elevate your position.               |
| 8–14 ✓  | Cash Flow Vulnerable — There are significant blind spots that could create real risk. Now is the time to build better financial systems.     |
| 0–7 ✓   | Urgent Attention Needed — Your business may be exposed to serious cash risk. Connect with an advisor immediately for a cash flow assessment. |

### About Abundi Business Solutions

Abundi Business Solutions is a full-service firm committed to delivering professional and personalized services to every client we serve. We offer an extensive range of services to individuals and businesses across various industries — from tax preparation and planning to bookkeeping and strategic advisory.

Our mission is simple: provide each client with exceptional, personalized service. Our team of experts combines sound financial advice with an innovative approach to meet your financial, tax, and business needs effectively. We proudly serve startups, mid-market and closely held companies, professional services firms, as well as individuals and families.

Whether you need tax, bookkeeping, or advisory services — or a comprehensive blend of all — the team at Abundi Tax Planning Solutions is dedicated to earning your trust and simplifying your financial life.

**Have questions? Ready to take control of your cash flow?**

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