

Financial Documents Checklist

Use this checklist to organize the financial documents commonly needed for business planning and financing.

01 FINANCIAL STATEMENTS

- ☐ Current Profit & Loss Statement
- ☐ Current Balance Sheet
- ☐ Cash Flow Statement or cash flow records
- ☐ Year-to-date financials

02 BANKING & TRANSACTIONS

- ☐ Recent business bank statements
- ☐ Business credit card statements
- ☐ Records of major business transactions
- ☐ Documentation of outstanding debts

03 TAX & REVENUE RECORDS

- ☐ Recent business tax returns
- ☐ Sales and revenue records
- ☐ Accounts receivable records
- ☐ Major business expense records

04 CREDIT & FINANCING

- ☐ Personal credit report
- ☐ Business credit report, if applicable
- ☐ Current loan statements
- ☐ Existing financing agreements

05 BUSINESS PLANNING

- ☐ Current budget
- ☐ Cash flow projections
- ☐ Revenue projections
- ☐ Planned use of financing

BEFORE YOU MEET WITH A LENDER

- Documents are current and organized
- Numbers are consistent across documents
- You can explain your revenue and expenses
- You know how much financing you need and why

READY TO ORGANIZE YOUR FINANCES?

Start Your BFA Assessment

