

# Know Your Numbers: Small Business Checklist

This checklist helps you get clear on the essential financial numbers that drive your business. Tick off what you already know, and highlight areas to focus on. Awareness is the first step to growth!

## Revenue

- ☐ I know my total income each week/month/year
- ☐ I know which services/products bring in the most revenue
- ☐ I track invoicing and payments regularly

## Expenses

- ☐ I know my total expenses (fixed + variable) each month
- ☐ I track my subscriptions, tools, and software costs
- ☐ I know how much I spend on wages or contractors

## Profit

- ☐ I know my net profit (revenue minus expenses)
- ☐ I have a monthly and annual profit goal

## Cash Flow

- ☐ I know my current bank balance
- ☐ I understand my cash flow patterns (highs/lows)
- ☐ I plan ahead for upcoming expenses

## NDIS Costing & Pricing (if applicable)

- ☐ I know how much it costs to deliver each type of support hour
- ☐ My service prices are regularly reviewed and sustainable

## Strategy & Planning

☐ I know my break-even point

☐ I have clear revenue and profit goals for the year

☐ I schedule regular financial check-ins with myself or my team