
ACTvisory Financial Health Checklist

Budget Review

- Review annual and monthly budgets for accuracy.
- Compare actuals vs. budget regularly.
- Update forecasts based on current trends.

Cash Flow Monitoring

- Track cash inflows and outflows weekly.
- Maintain a rolling 90-day cash flow projection.
- Identify and plan for seasonal fluctuations.

Reserve Planning

- Set aside reserves for at least 3 months of operations.
- Review reserve policy annually.
- Ensure reserves are accessible but secure.

Compliance Checks

- Verify tax filings and deadlines.
- Confirm adherence to grant and donor restrictions.
- Review internal controls and financial policies.

Efficiency Tips

- Automate expense tracking and reporting.
- Use cloud-based accounting tools for collaboration.
- Schedule monthly financial health reviews.