

8. KNOW YOUR FINANCES



USE THIS CHECKLIST TO CONSIDER AND PLAN FOR YOUR BUSINESS'S FINANCIAL NEEDS IN THE EVENT OF A DISRUPTION.

OVERALL BUSINESS NEEDS

1. Have you worked with your bank to set up a line of credit for your company? Yes No
 - a. Who is responsible to activate it and who has access to it?

2. How much of an emergency reserve fund would be needed to survive a 3-day, 5-day, 10-day, or longer shutdown?
 - a. For what purpose is the emergency reserve fund needed?

 - b. Who would make the decision to utilize the emergency reserve fund?

 - c. Who would have access to the emergency reserve fund?

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

4. Do you have a company credit card that could be used for emergency purchases? Yes No
 - a. If **Yes**, who is authorized to use the credit card?

5. Will you be able to continue to accept payments from customers/accounts receivable? (Consider setting up large customers on EFT in order for money to be deposited into account.)
Yes No

6. Will you be able to pay your bills/accounts payable? Yes No
 - a. Do you have procedures in place to accommodate a business disruption? (For instance, paying bills early if cash flow allows in order to eliminate costly late fees.) Yes No

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

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

Last Updated: _____

Next Update: _____



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HUMAN RESOURCES

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

2. If your business is forced to shut down temporarily, will some or all employees continue to be paid? Yes No
If **Yes**
 - a. For how long?

 - b. Will they be able to use their sick and/or vacation time without restriction?

 - c. Are there union considerations?

 - d. Have your employees been made aware of policies that will be in place during a disruption?

3. If banks are closed, will your business provide payroll-cashing services? Yes No

4. What is your business policy on advances, check cashing, and employee loans?

5. Will your employees be expected to work overtime? Yes No