

Four Effective and Easy Ways to Increase Your Business Cash-Flow

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1. Uncover your business' true cash-flow position

You can do this by performing a bank reconciliation.

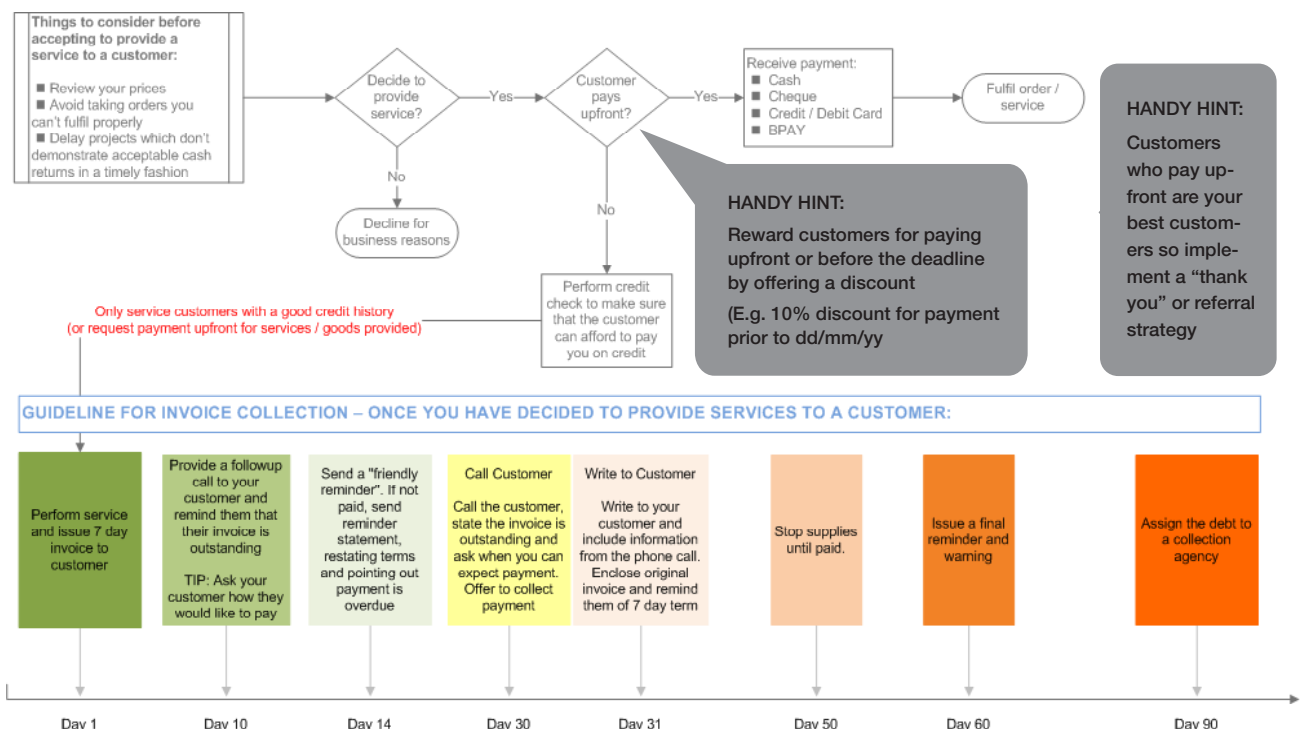
A reconciled bank account helps you stay on top of your payments, both out to suppliers and staff and from customer accounts. You should perform a bank account reconciliation at least once a week.

How to form a bank reconciliation

1. Take the closing balance of your bank statement as at dd/mm/yyyy
2. ADD Amounts received and recorded by the business but have not been recorded by the bank
3. MINUS Cheques which you have written but the person receiving the cheque has not banked it yet

This will tell you your business' true cash flow position!

2. Accelerate cash in-flows into your business



3. Manage outgoing cash flow - schedule ongoing payments at optimum times

Some handy hints include:

- Identify your large payments and request to pay them at a time and frequency that best suits your cash flow
- Select regular payment dates using an online payment tool
- Schedule outlook reminders to diarise tasks for completion
- Use products that give your cash flow greater flexibility, such as:
 - Business Credit Card (Streamlines business purchases and expense reporting for amounts under \$100k for your business)
 - Business Line of Credit / Business Overdraft (Provides a flexible at-call loan facility for business purchases for amounts up to and over \$100k for your business)

4. Free up your business capital

Use these handy hints to free up your business' capital.

- Only order the inventory that you need.
- Perform regular stock takes.
- Pay on time
- Consider whether or not to finance an asset purchase to conserve business cash
- Review your financing arrangements
- Convert debt into equity where possible
- Negotiate favourable payment terms with suppliers