

A practical self-assessment for South African business owners to identify financial gaps — and fix them before they become crises.

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How to use this checklist

Work through each section and tick every item that genuinely applies to your business right now — not what you plan to do or what you do occasionally. Be honest. Each unticked box is a financial risk or missed opportunity.

The checklist covers 7 areas with 42 items in total. Count your ticks at the end and use the scoring guide to

■ 3. SARS Compliance & Tax

■ 6. Business Banking & Credit

- I have a dedicated business bank account with the correct account type
- My credit facility or overdraft is used for short-term gaps only — not operations
- I know my current debt-to-equity ratio and it is within a manageable range
- I review all banking fees annually and have negotiated where possible
- My loan repayments are included in my cash flow forecast
- I have a relationship with a banker who understands my business

■ 7. Growth & Strategic Finance

- I have a 12-month financial budget and update it when circumstances change
- I know my key financial KPIs and review them on a dashboard each month
- Before any major purchase or investment, I do a basic ROI or payback analysis
- My financial records are clean enough to show a bank or investor if required
- I have a succession or exit strategy (even if informal) for the business
- I work with a qualified financial advisor or CFO to guide strategic decisions

■ Scoring Guide

Score	What it means
20–28 ticked	Strong financial foundation — focus on growth and optimisation.
13–19 ticked	Solid base with gaps — address the unticked items as a priority.
7–12 ticked	Significant risk exposure — immediate action recommended.
0–6 ticked	Critical — your business needs urgent financial restructuring.

Not sure where to start? Book a free 30-minute financial diagnostic call with Colbee. We'll review your biggest gaps and give you a clear action plan — no obligation.

■ Book online: cal.com/colbeeacc | Email: connect@colbee.co.za | Call: +27 21 207 1344

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