## **8. Know Your Finances**

Use this checklist to consider and plan for your business’s financial needs in the event of a disruption.

*Last Updated: Click or tap here to enter text.*

*Next Update: Click or tap here to enter text.*

**Overall Business Needs**

1. Have you worked with your bank to set up a line of credit for your company?  Yes  No
   1. Who is responsible to activate it and who has access to it? *Click or tap here to enter text.*
2. How much of an emergency reserve fund would be needed to survive a 3-day, 5-day, 10-day, or longer shutdown? *Click or tap here to enter text.*
   1. For what purpose is the emergency reserve fund needed? *Click or tap here to enter text.*
   2. Who would make the decision to utilize the emergency reserve fund? *Click or tap here to enter text.*
   3. Who would have access to the emergency reserve fund? *Click or tap here to enter text.*
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
   1. If **Yes**, who is authorized to use the credit card? *Click or tap here to enter text.*
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
   1. 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
   2. 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

**Human Resources**

1. In the event of a widespread disaster, how will payroll be handled? *Click or tap here to enter text.*
2. If your business is forced to shut down temporarily, will some or all employees continue to be paid?

Yes  No

If **Yes**

* 1. For how long? *Click or tap here to enter text.*
  2. Will they be able to use their sick and/or vacation time without restriction? *Click or tap here to enter text.*
  3. Are there union considerations? *Click or tap here to enter text.*
  4. Have your employees been made aware of policies that will be in place during a disruption? *Click or tap here to enter text.*

1. If banks are closed, will your business provide payroll-cashing services?  Yes  No
2. What is your business policy on advances, check cashing, and employee loans? *Click or tap here to enter text.*
3. Will your employees be expected to work overtime?  Yes  No