



QUINN MAYSTON

Business Development Group

Giving Your Business Better Results

To help our clients increase their wealth and then prote



Business Improvement Checklist

We have developed this Business Improvement Checklist to allow you to benchmark your business against best practice.

The improvement check covers all key aspects of your business.

Once you have completed the Business Improvement Checklist, please consider our FREE no obligation meeting. Simply contact us to set up an appointment with one of our qualified business advisors.

Remember ... have the Business Improvement Checklist with you as it is the start of the process.

129 Kolmar Road, Manukau
Auckland, New Zealand

P: +64 9 279 3787

F: +64 9 279 3789

E: info@quinnbiz.co.nz

W: www.quinnbiz.co.nz



QUINN MAYSTON

Chartered Accountants

Giving Your Business Better Results



QUINN MAYSTON

Business Development Strategies

Giving Your Business Better Results



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Business Development Group

Giving Your Business Better Results

Business Improvement Checkl

		Circle One
1.	Business Goals	
1.1	Are you satisfied with your business?	Yes-No-Unsure
1.2	Have you recently experienced a desire to sell the business or purchase another business in the near future?	Yes-No-Unsure
2.	Business Planning	
2.1	Do you have a business plan?	Yes-No-Unsure
2.2	Do you have surplus capacity?	Yes-No-Unsure
2.3	Do you hold well-structured Monthly Directors' Meetings to review all areas of the business and set the strategic direction?	Yes-No-Unsure
2.4	Do you have time management problems?	Yes-No-Unsure
2.5	Do you have a competitive advantage – U.S.P. -unique selling proposition?	Yes-No-Unsure
2.6	Have you prepared a SWOT analysis?	Yes-No-Unsure
2.7	Do you have a competitive strategy?	Yes-No-Unsure
3.	Profit Performance	
3.1	How is the business trading? Are you satisfied with the results? Compare actual results with budget if available.	Yes-No-Unsure
3.2	Do margins appear reasonable? Are they declining? Do they compare favourably with industry benchmarks?	Yes-No-Unsure
3.3	Does the business have budgets and cash flow forecasts in place?	Yes-No-Unsure
3.4	Do any expenses in the business appear excessive?	Yes-No-Unsure
3.5	Do you prepare or receive regular management reports, on say at least a quarterly basis?	Yes-No-Unsure
3.6	Do you understand or monitor these regular management reports?	Yes-No-Unsure
3.7	Do you understand the relationship between price and sales volume?	Yes-No-Unsure
3.8	Do you understand the sales mix of the business?	Yes-No-Unsure
		Circle One



Business Improvement Checkl

3.9	Do you know which goods or services are the most profitable to the business?	Yes-No-Unsure
3.10	Do you understand who the business' most profitable customers are?	Yes-No-Unsure
3.11	Have you identified the CSF's and the KPI's?	Yes-No-Unsure
4.	Cash Flow and Liquidity	
4.1	Are you experiencing cash flow difficulty?	Yes-No-Unsure
4.2	Are you up to date with all taxes?	Yes-No-Unsure
4.3	Do you show signs of poor cash management? For example: § Bounced cheques § Post dated cheques § Payments to creditors delayed § Constantly live beyond your means	Yes-No-Unsure
4.4	Has the aging of creditors deteriorated?	Yes-No-Unsure
4.5	Is the relationship with financiers or suppliers showing signs of deterioration?	Yes-No-Unsure
4.6	Has the aging of debtors deteriorated? Are you concerned over slow paying debtors?	Yes-No-Unsure
4.7	Is the business vulnerable to one major debtor?	Yes-No-Unsure
4.8	Do funding arrangements need reviewing? Is the overdraft limit often exceeded or is there a hard-core developing?	Yes-No-Unsure
5	Human Resources	
5.1	Do you have high staff turnover?	Yes-No-Unsure
5.2	Are you experiencing significant HR issues such as: § Grievances lodged § OH & S issues	Yes-No-Unsure
5.3	Do you have Employment Agreements in place?	Yes-No-Unsure
5.4	Do you have position agreements - expectations reconciled to Strategy?	Yes-No-Unsure



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		Circle One
6	Business Systems	
6.1	Have you documented business procedures in a systems manual?	Yes-No-Unsure
6.2	Have you experienced frequent systems failures?	Yes-No-Unsure
6.3	Do you have credit control and customer policies in place?	Yes-No-Unsure
6.4	Do you have adequate backup and storage of computer based data and software?	Yes-No-Unsure
6.5	Do you need assistance and training with record keeping skills?	Yes-No-Unsure

Comments

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