

FINANCE & CONTINGENCY PLANNING CHECKLIST

No small business' financial situation is guaranteed. Plan for unforeseen circumstances with this checklist.

- Don't Panic & Focus on Your Long Term Business Goals
- Emergency Savings Account with 3 to 6 Months of Expenses Saved
 - _____ Total Monthly Expenses X _____ Months = _____ Amount to Save
- Create Crisis Budget
 - * Cut non-crucial expenditures
 - * Account for essential expenses
 - Lease/Mortgage Payments
 - Utilities
 - Equipment Upkeep
 - Emergency Fund for Unexpected Repairs
 - Insurance
 - Essential Staff
- Identify Risks & Plan Accordingly
 - * Prioritize and organize based on their impact to your business and probability of them occurring. Here are a few examples:
 - If a natural disaster strikes then _____
 - If 75 reservations cancel then _____
 - If a client gets injured then _____
- Keep Your Contact Information Up-To-Date
 - * Periodically review contact information for your key resources
 - * Make sure you have correct emergency contacts for your staff
- Factor in your Family
 - * Do some of the same planning at home to ease things in crisis.
- Remember, people will partake in fun excursions again, and they will be looking for a safe, thrilling adventure!



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