



Financial Toolkit Worksheet

A step-by-step guide to organizing your finances and preparing for funding.

Step 1: Financial Health Check-In

Answer the following questions to assess where you currently stand:

- Do I track my income and expenses regularly? (Yes / No)
- Do I have a separate business bank account? (Yes / No)
- Have I set aside money for taxes? (Yes / No)
- Do I have a financial plan for slow months? (Yes / No)
- Am I tracking my business credit score? (Yes / No)
- What are my biggest financial challenges? (Write your response below.)

Step 2: Budgeting & Expense Tracking

What are your revenue streams?

Income Source	Estimated Monthly Amount





What are your monthly business expenses?

Expense Category	Monthly Cost
Software/Tools	
Marketing	
Supplies	
Rent/Utilities	
Other	

Step 3: Invoicing & Payment Processing

- Do I have a standard invoice template? (Yes / No)
- How do I currently accept payments? (List platforms below.)
- What improvements can I make to my invoicing system?

Step 4: Business Credit

- Do I know my business credit score? (Yes / No)
 - If no, check it on [Dun & Bradstreet](#)
- What steps can I take to improve my credit score? (e.g., pay bills on time, reduce debt, build credit history)





Step 5: Financial Planning

Use this checklist to prepare for tax season:

- ☐ Track all business-related expenses
- ☐ Set aside a percentage of income for taxes
- ☐ Use accounting software or hire a bookkeeper
- ☐ Keep receipts and categorize deductions
- ☐ List potential tax deductions

Step 6: Action Plan

Write down 3 financial goals for the next 6 months:

- 1.
- 2.
- 3.

Write down 3 tangible steps to achieve those goals:

- 1.
- 2.
- 3.

Bonus Tip: Revisit this worksheet every quarter to track progress and adjust your financial strategy!

