CASH-FLOW PLANNING / 01

LABEL THE MODEL AND ITS ASSUMPTIONS

Use neutral references, not values or formulas. Repeat this page for more assumptions.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Model label / version date / intended audience / question for the review

Purpose and horizon to confirm with the CFO / responsible decision-maker role

Assumption A: topic label / source role and date / fact, estimate or unresolved?

Assumption B: topic label / source role and date / fact, estimate or unresolved?

Assumption C: topic label / source role and date / fact, estimate or unresolved?

Source gaps / private transfer reference / reviewer who can explain the input

Preparation only. Not a forecast model or financial, tax, accounting, investment, lending or legal advice. No validation or approval to act. Keep amounts and private records out.

CASH-FLOW PLANNING / 02

CONNECT QUESTIONS TO VERSION CHANGES

Track explanations by reference. A new version is not proof of accuracy or approval to act.

Assumption A / model version / question / reviewer role

A: reply reference / changed or unchanged / next version / open point

Assumption B / model version / question / reviewer role

B: reply reference / changed or unchanged / next version / open point

Assumption C / model version / question / reviewer role

C: reply reference / changed or unchanged / next version / open point

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CASH-FLOW PLANNING / 03

PREPARE THE FORECAST REVIEW

Check what is organized, not whether the model is correct.

- [ ] Model and version are labeled
- [ ] Purpose and horizon remain subject to professional discussion
- [ ] Each assumption has a stable label
- [ ] Source role and date are recorded without private data
- [ ] Fact, estimate and unresolved status will be clarified
- [ ] Questions and reply references point to the same version
- [ ] Changed assumptions and actual-result questions stay separate
- [ ] Review work and management decisions are distinguished

Changed assumption label / old and new version references / explanation to request

Plan-versus-actual question / output reference / CFO explanation still needed

Outstanding review or approval question / responsible role / follow-up status

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CASH-FLOW PLANNING / 04

QUESTIONS FOR THE FRACTIONAL CFO

Ask for an explanation and scope reference, not a promised forecast result.

Coverage: which model version, audience and purpose will you review?

Inputs: how will you distinguish facts, estimates and unresolved assumptions?

Sources: what references do you need and how should originals be shared?

Changes: how will assumption changes and version history be explained?

Outputs: how will you explain changes separately from plan-versus-actual questions?

Scope: what review, revisions and handoff are included, and who owns decisions?

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CASH-FLOW PLANNING / 05

COMPARE THE SAME REVIEW WORK

Use Provider A and B in each box. Clarify differing review scope before comparing fees.

Provider A / B / discussion dates / common model and register version

Assumption and source review / explanations / exclusions - A / B

Revision records / meetings / handoff / approval and decision roles - A / B

Fee basis / timing / written terms / unresolved review questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Fractional CFO request. Describe the forecast-review help you want without private financial data. Let participating pros compete with proposals, then compare review scope, revisions, handoff, timing and written terms. A private discovery and source review may be needed.

One request. Every pro's best offer.

Start a request

Participation varies. A private source and forecast-review conversation may be needed before confirming scope.

Planning guide: https://www.pickyourpro.ai/services/fractional-cfo/cash-flow-planning

SBA: business planning (official reference)

SBA: planning review article (official reference)

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