SCALE

Scale Clearly

The essentials for controlled growth

Trust the numbers

- [ ] Close and lock the books on a consistent monthly deadline.
- [ ] Review profit, cash flow, balance sheet, receivables, payables, and actual vs. plan.
- [ ] Track profitability by the product, location, job, or customer group that drives decisions.

See cash before it moves

- [ ] Maintain a rolling 13-week cash forecast.
- [ ] Track overdue customer balances and upcoming payroll, debt, tax, and vendor commitments.
- [ ] Model the cash effect of major hires, purchases, or expansion before approving them.

Build controls and capacity

- [ ] Assign clear owners for billing, collections, bills, payroll, close, and reporting.
- [ ] Separate payment approval, payment release, reconciliation, and review where possible.
- [ ] Document the core processes the team must repeat without the founder.

Turn reports into decisions

- [ ] Hold a monthly review with the same short reporting package.
- [ ] Name the decision, owner, deadline, and expected cash impact.
- [ ] Review entity, tax, payroll, and multi-state obligations with the right advisors as the business changes.

Mark N/A when an item does not apply. Flag anything uncertain for the right advisor instead of guessing.

Want a second set of eyes?

Bring the unfinished items to ACB. We will separate what needs attention now from what can wait.

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Educational guide only. Confirm tax, legal, valuation, and wealth decisions with the appropriate advisor.