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| Prepare and keep up-to-date a 6 month cash flow forecast for your business |  |
| Make use of the Government’s Coronavirus Job Retention Scheme <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses> |  |
| For the self-employed, check eligibility for the Self-Employed Income Support Scheme <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme> |  |
| Consider using the Coronavirus Business Interruption Loan Scheme <https://www.british-business-bank.co.uk/ourpartners/coronavirus-business-interruption-loan-scheme-cbils/> |  |
| Implement remote working where possible |  |
| Use Teams, Gotomeeting, Zoom or other software for meetings with clients and staff |  |
| Consider whether to accelerate staff holidays |  |
| Review travel policies and sick pay arrangements |  |
| Ensure SSP is maximised |  |
| Consider redundancies, where these are unavoidable |  |
| Review your bank payments and reduce non-essential spend |  |
| Discuss changes to working arrangements with customers and suppliers |  |
| Contact HMRC now to agree Time to Pay arrangements for VAT/PAYE/Corporation tax <https://www.gov.uk/difficulties-paying-hmrc> |  |
| Cancel your VAT direct debit for payments due between 22 March and 30 June |  |
| Defer Rates Payments |  |
| Consider claims for vacant premises rates relief |  |
| Contact your landlord and request a rent deferral |  |
| Review planned Capital Expenditure and push this back where no longer required due to reduced order book |  |
| Ask for a 6 month reprieve on capital bank loan payments, HP, leasing |  |
| Bring forward sales (where possible) |  |
| Update credit control procedures and risk-assess customers to identify non-payers |  |
| Reduce stock levels |  |
| Review insurance policies (especially vacant premises conditions) |  |
| Review marketing and advertising expenditure |  |
| Update your website and other online messaging |  |
| **Stay positive!** |  |