



The Jacobs Allen 2 Minute Health Check System

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Client Name _____

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2 Minute Tough Times Business Health Check

No	Action Item	All OK	Needs attention	Urgent!
1.	Review budgets and set realistic and achievable targets for 2009.			
2.	Get rid of can't pay/won't pay customers.			
3.	Review debtors list and chase up overdue invoices.			
4.	Offer existing debtors extended payment terms and/or discounts.			
5.	Ensure your terms of business contain explicit payment terms.			
6.	Assign responsibility to one individual for invoicing and collections.			
7.	Agree extended payment terms with all suppliers in advance.			
8.	If appropriate, review banking facilities and discuss future needs.			
9.	Put extra effort into making sure your relationships with your better customers are solid.			
10.	Review and flow chart the main business processes (e.g. sales processing, order fulfilment, shipping etc) and challenge the need for each step.			
11.	Encourage team members to suggest ways to streamline/simplify processes (e.g. brainstorm efficiencies and cost reduction).			
12.	Use 'bottom up' budgeting (everyone in the office gives input on areas over which they have control) - target a 10% cost saving.			
13.	Review your staffing needs over the next 12 months and make weak or unnecessary individuals redundant now.			
14.	Involve staff in a discussion of likely trading conditions and get their input on reducing costs and maintaining revenues.			
15.	Review your list of products and services and eliminate those that are unprofitable or are not core products/services.			
16.	Establish your key performance indicators (KPI's) and measure them on a daily basis e.g.: <ul style="list-style-type: none"> ▪ Sales leads generated ▪ Orders supplied/fulfilled ▪ Cash balance ▪ Stock Turnover ▪ Debtor Days ▪ Gross Profit ▪ Net Profit 			
17.	Review efficiency of business processes and consider alternatives such as outsourcing certain activities locally or overseas.			
18.	Pull everyone together and explain the business strategy and get their buy-in.			

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2 Minute Life Cover Health Check

		All OK	Needs attention	Urgent!
1.	What state is your Will in?	Up to date	Drafted, not signed	No Will
2.	Do you have sufficient mortgage cover (death & critical illness)?	Yes to both	Partly	Don't know
3.	Are all of your loans covered in the event of your death?	Business & personal yes	Business only	Don't know
4.	Do you have sufficient available cash to see you through illness?	Yes	Don't know	No
5.	Is your income protected in the event of long-term disability?	Yes	Don't know	No
6.	Have you protected your family's income in the event of your own death?	Yes	Don't know	No
7.	Is there financial provision for childcare in the event of death or serious illness of a non-earning spouse/partner?	Yes	Don't know	No
8.	Do you have adequate private healthcare?	Yes	Don't know	No
9.	Have you recently reviewed your life cover needs?	Yes	Don't know	Not at all
10.	Are there sufficient funds in place to purchase the business of deceased or critically ill partners?	Yes	Don't know	None

Action Points

		Completed
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2 Minute Retirement Health Check

		All OK	Needs attention	Urgent!
1.	Do you have a recent projection of Pension Benefits?	Yes	Don't know	No
2.	Are your pensions on target to retire when you want to?	Yes	Don't know	No
3.	Have you used your maximum pension contribution allowance?	Yes	Don't know	No
4.	Are you getting the best returns on your savings?	Yes	Don't know	No
5.	Are pension/investment risk levels appropriate?	Yes	Time to review	Definitely not
6.	Are you satisfied with the performance of your pensions/investments?	Entirely	Would like to review	Definitely not
7.	Have you considered alternative investment strategies to pensions?	Yes	Don't know	No

Action Points

		Completed
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2 Minute Mortgage Health Check

		All OK	Needs attention	Urgent!
1.	Are you sure you've got the best mortgage?	Yes	Don't know	No
2.	Do you have sufficient mortgage cover (death & critical illness)?	Yes to both	Death yes CI no	Don't know
3.	Have you recently reviewed your life cover needs?	Yes	Don't know	Not at all
4.	Do you think you will have enough money to repay your mortgage when the time comes?	Yes	Don't know	No
5.	Have you reviewed your mortgage deal recently?	Yes	Don't know	No
6.	Have you got the right type of mortgage for your needs?	Yes	Don't know	No

Action Points

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2 Minute Personal Tax Planning Health Check

		All OK	Needs attention	Urgent!
1.	Do you have a personal tax plan?	Yes	Don't know	No
2.	Have you reviewed the possibility of allowances claims?	Yes	Don't know	No
3.	Have you ensured income is paid gross to non tax paying members of the family?	Yes	Don't know	No
4.	Have you considered the use of trusts to fund children through higher education?	Yes	Don't know	No
5.	Have you done a self employed vs. employed review?	Yes	Don't know	No
6.	Have you reviewed your pension contributions?	Yes	Don't know	No
7.	Have you reviewed your savings and investments for tax efficiency?	Yes	Don't know	No
8.	Have you done a risk review of your savings and investments?	Yes	Don't know	No
9.	Have you got tax investigation fee protection?	Yes	Don't know	No

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2 Minute Inheritance Tax Planning Health Check

		All OK	Needs attention	Urgent!
1.	Do you know the value of your estate on death?	Yes	Don't know	No
2.	Have you prepared a tax efficient will?	Yes	Don't know	No
3.	Have you considered giving life time gifts?	Yes	Don't know	No
4.	Have you used your life time transfer exemptions?	Yes	Don't know	No
5.	Have you used your annual exemption?	Yes	Don't know	No
6.	Have you considered transfers between spouses?	Yes	Don't know	No
7.	Have you considered the use of Trusts to mitigate IHT effects	Yes	Don't know	No

Action Points

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2 Minute Business Tax Planning Health Check

		All OK	Needs attention	Urgent!
1.	Are you satisfied that you are trading in the most tax efficient vehicle (e.g. Sole Practitioner, Partnership, LLP or Company)?	Yes	Don't know	No
2.	Are you utilising your new annual investment allowance?	Yes	Don't know	No
3.	Have you considered ongoing business tax incentives (e.g. tax credits for R & D expenditure)?	Yes	Don't know	No
4.	Have you planned for succession and/or retirement?	Yes	Don't know	No
5.	Is your remuneration as tax efficient as possible?	Yes	Don't know	Definitely not
6.	Are you utilising pension provision advantages?	Yes	Don't know	Definitely not
7.	Have you protected your intellectual property?	Yes	Don't know	No

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		Completed
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2 Minute Capital Gains Tax Health Check

		All OK	Needs attention	Urgent!
1.	Have you reviewed all business and personal assets recently and do you know what your CGT liability is on disposal?	Yes	Don't know	No
2.	Have you planned for use of your annual exemption?	Yes	Don't know	No
3.	Have you considered holding assets personally rather than in the business?	Yes	Don't know	No
4.	Have you reviewed personal and business reliefs and exemptions?	Yes	Don't know	No
5.	Have you thought about using Trust Structures to minimise tax liabilities?	Yes	Don't know	Definitely not
6.	Have you looked at alternative asset holding vehicles (e.g. Pension funds)	Yes	Would like to review	Definitely not
7.	Have you reviewed whether any other elections could benefit you?	Yes	Don't know	No

Action Points

		Completed
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2 Minute Business Employment Tax Health Check

		All OK	Needs attention	Urgent!
1.	Are you happy you fully comply with employment law?	Yes		
2.	Is your monthly PAYE/NIC paid on time?	Yes to both		Don't know
3.	Do you pay wages to family members?	Yes		Don't know
4.	Is your Directors loan account overdrawn?	Yes	Don't know	No
5.	Do shareholders receive benefits?	Yes	Don't know	No
6.	Have you got procedures in place for cash expenditure?	Yes	Don't know	No
7.	Do family employees receive any benefits?	Yes	Don't know	No
8.	Do you employ any casual labour?	No	Don't know	No
9.	Have you done an internal PAYE/NIC audit?	No	Don't know	No

Action Points

		Completed
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2 Minute Business VAT Health Check

		All OK	Needs attention	Urgent!
1.	Have you had a recent VAT health check?	Yes	Don't know	No
2.	Do you compare your VAT returns against annual accounts?	Yes	Don't know	No
3.	Are you utilising any of the available VAT schemes?	Yes	Don't know	No
4.	Have you done a VAT planning exercise?	Yes	Don't know	No
5.	Have you reviewed your business expenses to ensure their eligibility for input tax?	Yes	Don't know	No
6.	Are you sure you are on the right scheme?	Yes	Don't know	No
7.	Does your VAT certificate reflect the correct details?	Yes	Don't know	No
8.	Are you filing VAT returns on time?	Yes	Don't know	No
9.	Have you got VAT investigation fee protection?	Yes	Don't know	No

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2 Minute Directors' Responsibilities Health Check

		All OK	Needs attention	Urgent!
1.	Have you done a Strategic Plan of the Business?	Yes	Don't know	No
2.	Is there a Shareholders Agreement in place?	Yes	Don't know	No
3.	Do you keep the minutes of board meetings?	Yes	Don't know	No
4.	Do you prepare yearly forecasts and compare actual figures vs. budgets?	Yes	Don't know	No
5.	Are you and your fellow directors aware of your responsibilities under the new Companies Act 2006?	Yes	Don't know	
6.	Have you conducted a risk review of your business?	Yes		
7.	Have you considered Directors and Officers insurance?	Yes		

Action Points

		Completed
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