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| **For the entrepreneur alone - to reflect** | | |
| **Two questions per heading ; put Y if the statement is true and N if false** | | |
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| **Dealing with personal finance** | | **Yes/No** |
| **Separating personal from business finance** | |  |
| **Level 1 knowing** | **I know how to separate personal finance from my business** |  |
| **Level 2 using and acting** | **I use two bank - accounts; one for personal use an one for my business** |  |
| **Managing cash in / cash out at household level** | |  |
| **Level 1 knowing** | **I know how to use a cash book for the household** |  |
| **Level 2 using and acting** | **I use a cash book for the household** |  |
| **Keeping track of expenses and income of the household** | |  |
| **Level 1 knowing** | **I know how to keep track of all expenses and income of the household** |  |
| **Level 2 using and acting** | **I know how much money we earn and spend in the household** |  |
| **Setting aside money for future (un-expected) events** | |  |
| **Level 1 knowing** | **I have thought about savings weekly/ monthly** |  |
| **Level 2 using and acting** | **I save weekly/ monthly to have money at hand for unexpected events** |  |

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| **Dealing with financial problems of business** | | |
| **Setting up an administration for the business** | |  |
| **Level 1 knowing** | **I know how to record transactions in my business** |  |
| **Level 2 using and acting** | **All my transactions in the business are recorded** |  |
| **Calculation costs/ defining prices** | |  |
| **Level 1 knowing** | **I know how to calculate costs or set prices for my products/ services** |  |
| **Level 2 using and acting** | **I set prices of my products/ services based on the costs of production** |  |
| **Tracking debtors** | |  |
| **Level 1 knowing** | **I know exactly which clients have not paid yet** |  |
| **Level 2 using and acting** | **I record all clients whom I have given credit** |  |
| **Managing a cash budget/ liquidity budget for the business** | |  |
| **Level 1 knowing** | **I know how to set up a cash budget for my business** |  |
| **Level 2 using and acting** | **I work with a cash budget for my business** |  |

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| **Dealing with general planning problems** | | |
| **Business planning** | |  |
| **Level 1 knowing** | **I know how to write a business plan for my business** |  |
| **Level 2 using and acting** | **I check my business plan regularly** |  |
| **Planning - defining financial needs** | |  |
| **Level 1 knowing** | **I know how to estimate my financial needs for the coming years** |  |
| **Level 2 using and acting** | **I know what my financing needs are for the coming year** |  |
| **Dealing with banks** | |  |
| **Level 1 knowing** | **I know which bank I will approach to extend financing to me** |  |
| **Level 2 using and acting** | **I have good contacts with my bank/ financier** |  |
| **Saving / setting aside profits for the future investments in business** | |  |
| **Level 1 knowing** | **I know how I will finance new investments in my business** |  |
| **Level 2 using and acting** | **Every year I set aside all profits for future investments in my business** |  |

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| **Dealing with financing options** | | |
| **Knowing about financing options for growth** | |  |
| **Level 1 knowing** | **I know how I will finance my new plans** |  |
| **Level 2 using and acting** | **I have arranged the financing of my new expansion plans** |  |
| **Knowing how to present financing plans** | |  |
| **Level 1 knowing** | **I know how to formulate and present a financing plan** |  |
| **Level 2 using and acting** | **I have a financing plan for my business which I will present to my bank/ financial institution** |  |
| **Knowing how to access external financiers (formal ones)** | |  |
| **Level 1 knowing** | **I know which bank to approach for financing** |  |
| **Level 2 using and acting** | **I have regular contact with my bank to discuss what is going on in my business** |  |
| **Knowing how to deal with external financiers (Digital ones)** | |  |
| **Level 1 knowing** | **I know which new financing options on the internet exist** |  |
| **Level 2 using and acting** | **I have approached possible financiers through the internet** |  |

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| **Total 32 questions with two times 16 answers "Ticked" or answered "Yes"** | | |
| **Level 1 : knowing** | **If:** | **Then the Recommendation is:** |
| **Number of questions marked Yes is less than 6** | ***You need to contact your coach/ mentor to define actions in areas that require special attention is required*** |
| **Number of questions marked Yes between 6 and 12** | ***Check whether you need to acquire additional knowledge - maybe good to discuss that as well with your coach/ mentor*** |
| **Number of questions marked Yes is more than 12** | ***You understand the financial issues - Good!*** |
|  |  |  |
| **Level 2 : using and acting** | **If:** | **Then the Recommendation is:** |
| **Number of questions marked Yes is less than 6** | ***You need to contact your coach/ mentor to discuss whether there are special risks emerging*** |
| **Number of questions marked Yes between 6 and 12** | ***Check whether there are areas where actions are needed- - maybe good to discuss that as well with your coach/ mentor*** |
| **Number of questions marked Yes is more than 12** | ***You use various tools/ options - Good!*** |