



Financial Management Department Business Systems TRANSFORMATION PLAN

Improve your Cash Flow Management TODAY!

Within 4 weeks of client start date Business Fitness Coach helps establish the following business systems:

- Financial Budget and Labor Forecasting Procedures
- On-going Business Evaluation and Improvement Plans
- Inventory Control Written Standard Procedures and Forms
- Complete Collections and Accounts Receivable Written Delivery Procedures and Forms

Client Business Benefit Objectives: (as reported by our enrolled clients)

- Obtain a visual business management road map to the future success of your business.
- Quickly establish daily growth, spending, and operating benchmarks to help you proactively improve your businesses performance.
- Learn how to read a financial statement and how to break down your revenue and expenses by product/service to help you establish company pricing rates and policies.
- Be able to systematically improve revenue and profitability by driving business performance benchmarks in a positive direction.
- Learn the importance of protecting your business's cash payments and job related risks and liabilities and how to implement appropriate transaction document terms and conditions policies and procedures for all work categories.
- Learn how to implement proper inventory control policies and procedures for all work categories.
- Learn how to implement proper collections and accounts receivable policies and procedures for all work categories.
- Benefit objective is to improve profitability and competitiveness by pricing your work correctly, deliver consistent quality on all residential demand service work per our written, best-practice demand service standard operating procedures.

During week #1:

1. We schedule your first Growth Strategy Session with your assigned Business Fitness Coach.
2. Upon completion of session, Business Fitness Coach registers you and your staff to access online business process and implementation training sessions.
3. Upon completion of session, Business Fitness Coach will send you the next week's Growth Strategy Session Workout meeting invite.



Financial Management Department Business Systems TRANSFORMATION PLAN

4. Upon completion of session, Business Fitness Coach will send an email for which online sessions to take on our Client Solution Center in order to obtain one or more of the above Financial Management Tools.
5. You, your General Manager, Accounting Manager, Bookkeeper and or Operations Manager staff will simply go to our Online Solution Center home page, click top right "Client Login" to access these training tracks:
 1. FM-STEP #1.0 Pricing for profits
 2. FM-STEP #2.0 Business Performance Benchmark Set-up
 3. FM-STEP #3.0 Invoice and Proposal "Risk & Liability" Protection Terms and Conditions
 4. FM-STEP #4.0 Implementing Inventory Control procedures
 5. FM-STEP #5.0 Implementing Collections and Accounts Receivable procedures
 6. FM-STEP #6.0 BudgetPro Financial Management and Labor Forecasting Program Set-up
 7. FM-STEP #7.0 Business Evaluation and Improvement Plan
6. For our next meeting, client completes and prints out the following technician handouts:
 1. Download, review and compare the Residential and or Commercial HVAC Business Key Performance Indicators to your businesses operations. See session FM-1.0
 2. Download, review and edit to your business the Pricing Policy and Procedures. See session FM-1.0
 3. Download, review and edit to your business the Pricing Policy and Procedures. See session FM-1.0
 4. Download and review "Financial Management and Control Processes". See session FM-2.0.
 5. Download proposal templates for Commercial Service Agreement, Design Build/Project and Lease Proposal document templates. See session 3.0.
 6. Download, review and edit to your business the Just-in-Time Inventory Control Process. See session FM-4.0.
 7. Download, review and edit to your business the "Accounts Receivable/Collections Standard Procedures. See session FM-5.0.
 8. Download, review and edit to your business the "BudgetPro Revenue, Expense and Labor Forecasting Program". See session FM-6.0.

During week #2:

7. For this next meeting, Business Fitness Coach will demo with management and get their approval on which of our Financial Management Department Company Standards to have us help you implement.
8. We confirm which processes are to be implemented.
9. Upon completion of this session, Business Fitness Coach will send you the next week's Growth Strategy Session Workout to be conducted with Financial Manager, Operations Manager, or Bookkeeper meeting invite.
10. For this next meeting, Business Fitness Coach will demo with the Financial Manager, Operations Manager, or Bookkeeper your approved Financial Management Processes and forms.
11. We clarify any questions and confirm with your financial management staff's understanding of your Company Financial Management Standards to be implemented.



Financial Management Department Business Systems **TRANSFORMATION PLAN**

12. Upon completion of this session, Business Fitness Coach will send you the next Growth Strategy Session Workout meeting invite.
 - If you have enrolled in all 6 Departments, you also have our Human Resource Management Business Systems and therefore Business Fitness Coach schedules a meeting to implement our Performance Based Job Descriptions for your Financial Manager, Operations Manager, or Bookkeeper to tie them to your newly implemented Financial Management Department Company Standards.

During week #4:

13. For this next meeting, Business Fitness Coach will discuss how best to set up your financial management control processes, and forms. See session RS-5.0.
14. Business Fitness Coach will discuss the implementation of demand service and service agreement written work delivery standards. See session RS-4.5.
15. Upon completion of this session, Business Fitness Coach will send you the next Growth Strategy Session Workout meeting invite.

Performance Review Meetings:

16. We recommend that you schedule periodic Service Department reviews with your Business Fitness Coach to enable operational adjustments to help you to continue to meet your above Client Business Benefit Objectives.