MANAGE YOUR MONEY

Spending decision checklist

Name _____ Business _____ Date _____

You will finish with
A clear decision on one big spend: buy now, wait until a set date, or choose a cheaper option.

1. What and why

What I want to buy or pay for (e.g. second-hand chest freezer)

How it helps the business earn more or save money (e.g. sell cold drinks and ice)

Extra money it earns or saves each month, after stock costs (e.g. R900)

2. Full cost

Full cost (everything you pay to buy, use and look after it, not only the price).

Cost	Once-off (R)	Every month (R)
Price	e.g. 4 500	
Delivery and installation	e.g. 300	
Running costs (electricity, fuel, data)		e.g. 250
Repairs, insurance, training, wages		
Loan repayment (if you borrow)		
Total		

Once-off total ÷ (Extra money each month - Monthly total) = Months to pay for itself (e.g. R4 800 ÷ (R900 - R250) = about 7 months)

If the extra money each month is less than the monthly total, it will never pay for itself.

This resource is for educational purposes only. It is not tax, legal or financial advice. Rules and requirements can differ by business type and location. Check with the relevant authority or a qualified adviser for your situation.

3. Can I afford it now?

Committed money (bills, wages, stock and repayments already due before more money comes in). Use your cash flow timing worksheet if you have one.

Cash I have now - Committed money - Once-off total = Cash left (e.g. R9 000 - R5 500 - R4 800 = -R1 300)

- **CHECKLIST**
  - ☐ Cash left is above zero, with some kept aside for surprises
  - ☐ The business can pay the monthly cost, even in a slow month
  - ☐ I am not counting on money a customer has not paid yet
  - ☐ I checked a cheaper option: repair, hire, second-hand, smaller size or buy later
  - ☐ I am not rushing because of a "today only" offer

If you cannot tick every box

Wait or choose the cheaper option. Waiting is a decision too.

4. My decision

- **CHECKLIST**
  - ☐ Buy now
  - ☐ Wait until (date or event, e.g. after Mrs Dlamini pays): _____
  - ☐ Cheaper option instead (write which): _____

Next step

What I will do (e.g. save R1 000 a week for the freezer) _____

By when _____

When to redo this

Use a new copy before every big spend, like equipment, more stock, a new staff member or bigger premises.

This resource is for educational purposes only. It is not tax, legal or financial advice. Rules and requirements can differ by business type and location. Check with the relevant authority or a qualified adviser for your situation.