What can a sole trader under flat-rate taxation check about their money in 15 minutes a week?

For: Sole trader under flat-rate taxation

Practical business guidance · Reviewed: 2026-11-19

Applicability: Practical business guide

Compare the cash position with actual payments and receipts, then review the liabilities due by the next reliable collection. For outstanding accounts, maintain a separate list with the due dates.

Separate the state, expectations and reserve.

Once a week, update three figures: your available balance, confirmed payments and obligations due soon. Mark open accounts and expected payments separately. That way you can see what you have today and what might change next week.

Keep the amount you have set aside for obligations as a reserve. If payment is late, calculate the balance excluding that payment and check whether you need to contact the customer sooner or postpone a non-urgent expense.

Example of the week with a deferred payment

There is €800 in the account; on Friday a €350 expense is due, and the expected €500 has not yet been paid by the customer. Excluding the expected payment, €450 remains after the expense. If you have set aside a €200 reserve, you are left with €250 for new decisions.

Specific next steps

1. Compare the balance with last week's payments and receipts.
2. Mark the accounts that have not yet been paid and check the due dates.
3. Subtract the upcoming obligations and the segregated reserve, and write down one next step.

Limits of application

Fifteen minutes is the timeframe for a short routine. The calculation is for business planning, and tax records and obligations are checked separately.

Sources

BDC · Monitoring cash position and comparing the plan with actual results

https://www.bdc.ca/en/articles-tools/money-finance/manage-finances/track-cash-flow-with-simple-dashboard

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/tjedni-pregled-novca-pausalnog-obrta