

• FOR SAAS AND AI COMPANIES EXCLUSIVELY

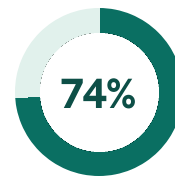
# SaaS Finance Readiness Checklist

A practical checklist for founders preparing for fundraising, board reporting, or a stronger finance function.

**Built for ARR.**

For SaaS and AI companies from seed to Series B.

FINANCE READINESS SNAPSHOT • LIVE



### Readiness score

Tracked across close, metrics, runway and diligence.

CLOSE

**Day 8**

RUNWAY

**14.8** mo

NRR

**91%**

NET BURN

**\$168K**

- Board package ready before the next investor update.

# How to use this checklist

Use this checklist to assess whether your finance function is ready for fundraising, board reporting, investor diligence, and scale.

**1**

## Mark what is in place

Check each item honestly based on your current finance process. There are no wrong answers here, only a clearer picture.

**2**

## Identify gaps

Pay attention to anything that would slow down a fundraise, board update, audit, or monthly close.

**3**

## Prioritize action

Focus first on close quality, runway visibility, SaaS metrics, and diligence readiness.

### FOUNDER NOTE

You do not need a large finance team to be ready. You need clean data, consistent reporting, and clear ownership.

### THE READINESS SCALE

**Not in place**

Score 0

**Partially in place**

Score 1

**In good shape**

Score 2

# Finance foundations

Clean books and a reliable close process are the base layer of SaaS finance.

## A Books and monthly close

- Books are closed every month.
- Close timing is consistent and predictable.
- Bank, credit card, payroll, and payment processor accounts are reconciled.
- Revenue, deferred revenue, COGS, payroll, and accruals are reviewed.
- Balance sheet accounts are reviewed, not ignored.
- Month-end issues are documented and resolved.

## B Chart of accounts and coding

- The chart of accounts supports SaaS reporting.
- COGS, sales and marketing, R&D, G&A, and hosting costs are coded consistently.
- Customer-related costs are separated from general operating costs.
- Software, contractors, payroll, and cloud costs are categorized correctly.
- Reporting does not require manual cleanup every month.

# SaaS metrics and reporting

SaaS metrics only help if definitions are clear and the numbers reconcile.

## A Revenue and SaaS metrics

- ARR and MRR are clearly defined.
- New, expansion, contraction, churn, and reactivation are tracked separately.
- Gross revenue retention and net revenue retention are calculated consistently.
- Logo churn and revenue churn are both visible.
- ARPA, CAC, CAC payback, and gross margin are tracked where relevant.
- Billing data reconciles to accounting data.

## B Board and investor reporting

- A monthly reporting package exists.
- Budget vs actuals are reviewed each month.
- Forecast changes are explained clearly.
- Key SaaS metrics are shown with commentary, not just charts.
- Risks and variances are visible before the board asks.
- Reporting is consistent from month to month.

# Cash, runway, and fundraising readiness

Founders need to know how much time they have, what changes the runway, and what investors will ask.

## A Cash, burn, and runway

- Current cash balance is accurate.
- Monthly net burn is understood.
- Runway is updated regularly.
- Hiring plan is connected to the cash forecast.
- Fundraising timeline is linked to runway.
- Scenario planning exists for base, upside, and downside cases.

## B Fundraising and diligence readiness

- Historical financials are clean and explainable.
- Forecast assumptions are documented.
- Cap table is current.
- Key contracts, debt, leases, and liabilities are organized.
- Revenue, churn, margin, and cash questions can be answered quickly.
- The company can provide clean finance data within 48 hours.

# Your readiness score

Score each checklist item, then total your points and divide by the maximum to find your readiness band.

**0** Not in place

**1** Partially in place

**2** In good shape

 **0-30%**

Finance foundation needs work.

 **31-60%**

Some structure exists, but gaps may slow fundraising or reporting.

 **61-80%**

Solid base, but worth tightening before investor or board scrutiny.

 **81-100%**

Strong finance readiness.

BUILT FOR ARR.

## Want a second set of eyes on your finance function?

Offset Partners helps SaaS and AI companies build clean books, investor-grade reporting, runway visibility, and CFO-level finance operations before they hire a full-time CFO.

[Book a SaaS finance diagnostic](#)

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