

Debt Prioritisation Worksheet – Managing Business Liabilities



When your business can't pay every bill on time, you need a clear, structured approach to prioritising debts. This worksheet helps you make informed decisions — based on legal exposure, operational risk, and creditor flexibility.

1. How to Use This Worksheet

List all current business debts and then score each one using the three criteria below. This will help you identify which creditors should be prioritised for immediate communication or payment.

2. Scoring Criteria

For each debt, score 1–5 (where 5 = highest risk or priority):

- **Legal Exposure**: Likelihood of enforcement or legal action
- **Operational Risk**: Impact on business continuity (e.g., key suppliers)
- **Creditor Flexibility**: How open they may be to negotiation (reverse scored)

Total score helps highlight urgent priorities.

3. Debt Prioritisation Table

Creditor	Amount (£)	Legal Risk (1–5)	Operational Risk (1–5)	Creditor Flexibility (1–5)	Total Priority Score
Example: HMRC	£5,000	5	3	2	10

Tip: High legal and operational risk = urgent. Flexibility score is reversed — lower score = less flexible.

4. Next Actions

- Contact priority creditors early and transparently
- Keep records of all communications
- Don't ignore enforcement notices – seek advice
- Consider legal or restructuring support if multiple debts are critical

Disclaimer: This worksheet is a general planning tool and does not constitute legal or financial advice. Always seek guidance from a qualified advisor when managing distressed liabilities.