5-Minute Bookkeeping Health Check

Check each statement that is true for your business. Count your checks to identify your next best step.

Your monthly routine

• [ ] All business bank and credit card accounts are reconciled monthly.

• [ ] I can review a current profit and loss statement and balance sheet.

• [ ] Transactions are categorized consistently and supported by receipts.

• [ ] Business and personal transactions are kept separate.

Your financial visibility

• [ ] I know which products, jobs, or services are most profitable.

• [ ] I know what bills, taxes, and payroll are due in the next 30 days.

• [ ] I can explain why bank cash differs from accounting profit.

• [ ] I have a reliable process for following up on unpaid customer invoices.

Your controls and readiness

• [ ] I have access controls and MFA for financial software.

• [ ] Someone reviews unusual transactions, refunds, and vendor changes.

• [ ] My tax preparer can get the reports and supporting records they need.

• [ ] My bookkeeping could continue if the person handling it were unavailable.

Your result

• 10–12 checks: Strong foundation. Focus on improving reporting and decisions.

• 7–9 checks: Some gaps. Prioritize a consistent month-end process.

• 4–6 checks: Attention needed. Consider a bookkeeping cleanup and process review.

• 0–3 checks: High-priority review. Establish reliable records and basic financial controls.

• **Action:** Circle the three unchecked statements that would make the biggest difference this month.

Next steps

• Choose one owner for each action and set a completion date.

• For any concerns about tax reporting or classification, consult your CPA.

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