



FREE RESOURCE FOR BUSINESS OWNERS

Free Bookkeeping Health Check

How healthy are your books? Check each statement that is true for your business. Any unchecked item is a good place to take a closer look.

☐	1	Your accounts are reconciled Business bank and credit card accounts are reconciled through the latest statement.
☐	2	Transactions are categorized There is no large backlog of uncategorized or questionable transactions.
☐	3	Business and personal are separated Personal spending is clearly separated from business activity and recorded correctly.
☐	4	Income looks complete Income in your books reasonably matches what your business actually collected.
☐	5	Customer balances are accurate Old or unpaid invoices have been reviewed and accounts receivable is realistic.
☐	6	Vendor balances are current Bills and accounts payable do not contain old, duplicate, or incorrect items.
☐	7	Debt balances match Loans, lines of credit, and credit card balances match recent statements.
☐	8	Payroll and tax balances look right If applicable, payroll and sales tax balances appear current and reasonable.
☐	9	Your P&L; makes sense Revenue and expense categories reflect how your business actually operates.
☐	10	You could hand your books to your tax pro today Your books are current enough that they would not require a major cleanup first.

8-10 checked: Looking good

5-7 checked: Worth a review

0-4 checked: Your books may need attention

Questions about what you checked?

Schedule a free 15-minute Bookkeeping Fit Call. We'll help you identify a clear next step.

YourCleanBooks.com/contact

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