FREE RESOURCE

Bookkeeping Readiness Checklist

Check each statement that is true today, then use the score guide to see where your books stand.

BUSINESS NAME	CONTACT NAME	DATE

MONTHLY RECORDS

- [ ] All business bank and credit card accounts are connected or exported each month.
- [ ] Income and expenses are recorded for every month this year.
- [ ] Receipts and invoices are saved and easy to find.
- [ ] Personal and business spending are kept separate.

RECONCILIATIONS

- [ ] Bank accounts are reconciled to statements each month.
- [ ] Credit cards are reconciled to statements each month.
- [ ] Outstanding or uncleared transactions are reviewed.

REPORTING

- [ ] A profit and loss statement is available and current.
- [ ] A balance sheet is available and up to date.
- [ ] You can explain how much the business is making each month.

TAX READINESS

- [ ] Estimated taxes are being set aside or paid during the year.
- [ ] Contractor payments are tracked for 1099 reporting.
- [ ] Prior year returns and supporting records are organized.

PAYROLL AND CONTRACTORS

- [ ] Employees and contractors are paid on a consistent schedule.
- [ ] Payroll liabilities and required filings are tracked.
- [ ] Labor cost is understood as a share of revenue.

Your Readiness Score

Count the boxes you checked.

TOTAL CHECKED ______ of 16

13 to 16	Strong foundation
8 to 12	Needs attention
0 to 7	High priority

Not sure where your books stand? Let us take a look.

Schedule a free consultation to review your books, reporting gaps, and next steps.

SCHEDULE A FREE CONSULTATION

support@structureupadvisors.com
structureupadvisors.com