



Bookkeeping Health Check



The Check Up

After reading about the signs you might need bookkeeping help, use this quick 15 minute assessment to see where you stand. Grab a cup of coffee, take a deep breath, and remember, there's no judgment here. You're taking a positive step toward clarity. All you need is a notebook (or notes app) and your business bank login. No accounting software required.

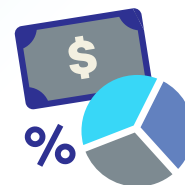


1

Know Your Balance (3 minutes)

- What's in your business bank account today? Write it down.
- Is it completely separate from your personal money?

Tip: If not, flag this as your #1 cleanup priority. Mixing funds makes taxes and tracking a nightmare.



2

Spot Your Income (3 minutes)

- List your top 3-5 income sources (clients, products, services).
- Can you see all expected deposits in your bank?
- Any invoices still unpaid?

Tip: Gaps here often explain cash flow stress.



3

Review Expenses (3 minutes)

- List your top 5 recurring expenses (rent, software, supplies)
- Can you find receipts/statements for last month?
- Any charges you don't recognize?

Tip: Highlight "mystery charges" or missing receipts



4

Check Your Cash Flow Math (3 minutes)

- Does Income - expenses roughly match your bank balance?
- Any major discrepancies?

Tip: If things don't add up, transactions may be missing or miscategorized.



5

Spot What's Missing (3 minutes)

- Any unpaid invoices?
- Any bills due in the next 30 days?
- Any business purchases not recorded?

Tip: Write these down-they're often the hidden cause of 2am cash flow worry.



Bonus Question



Are you using QuickBooks Online (or another accounting tool), or managing things manually? Note your current system – this helps determine your next step.



Your Books Health Snapshot

In Just 15 minutes you now have:

- Today's real bank balance
- Your main income sources
- Your biggest expenses
- A rough cash flow picture
- A list of what needs attention

Your Next Step

You've done the hard part – taking an honest look at where things stand. Whether your books are in decent shape or need TLC, you now have a clear starting point instead of that overwhelming “where do I even begin?” feeling.

What This Means:

Good Shape

*If most items were
easy to find*

You're in better shape than you think! A few small tweaks might be all you need.

Needs Organization

If several items were unclear

Totally normal for a growing business. You just need better systems.

Time to Consider Help

*If many items were
missing or confusing*

You're not alone – this is where most busy owners start. This might be the perfect time to consider professional bookkeeping support (and it's completely normal to need help as your business grows).

Ready for Your Next Step?

Book your free 15-minute consultation with River to discuss what you discovered and map out the easiest path forward for your situation. No sales pressure – just practical next steps tailored to where you are right now.

Schedule Your Free 15-Minute Consultation

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