GREENQUILL ACCOUNTING · FORT LAUDERDALE, FL

Is Your Bookkeeping Tax-Ready?

A 10-point checklist for small-business owners

Check each box that's true for your business right now:

- ☐ **1.** **All bank & credit-card accounts are reconciled** through the end of last month.
- ☐ **2.** **Every transaction is categorized** no growing “uncategorized” or “ask my accountant” pile.
- ☐ **3.** **Personal and business expenses are fully separated** across accounts and cards.
- ☐ **4.** **You have a current Profit & Loss and Balance Sheet** you could pull up today.
- ☐ **5.** **Outstanding invoices (A/R) and bills (A/P) are tracked** and up to date.
- ☐ **6.** **Payroll and contractor payments are recorded** with W-9s on file for anyone needing a 1099.
- ☐ **7.** **Sales tax collected is tracked and set aside** (not accidentally spent).
- ☐ **8.** **Loans & credit lines show the correct balances** principal and interest split properly.
- ☐ **9.** **Receipts for major purchases are saved** and matched to the right transactions.
- ☐ **10.** **Your books are closed every month** not scrambled together at year-end.

How did you score?

8–10 boxes	You're in great shape — your books are essentially tax-ready. Keep it up.
4–7 boxes	You've got gaps that get expensive at year-end. Worth tightening up soon.
0–3 boxes	Your books need attention — a catch-up & cleanup will save you real stress and money.

However you scored, we can help.

Book a free callback at greenquillaccounting.com