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The 25-Point Bookkeeping Health Check

What a good bookkeeper should be doing for your business every month. Score yourself honestly.

Reconciliations

- [ ] Bank accounts reconciled monthly
- [ ] Credit cards reconciled monthly
- [ ] Payment processors reconciled (Stripe, PayPal, Square)
- [ ] Zero unexplained reconciling items
- [ ] Old outstanding checks reviewed quarterly

Close Discipline

- [ ] Books closed every month, on schedule
- [ ] Close completed within 10 days of month-end
- [ ] Adjusting entries documented and reviewed
- [ ] Fixed assets and depreciation current
- [ ] Prior-year balances match filed tax return

AP / AR Hygiene

- [ ] Invoices issued promptly and tracked
- [ ] AR aging reviewed weekly
- [ ] Bills entered with due dates
- [ ] Vendor balances reconciled
- [ ] No personal expenses in business accounts

Reporting

- [ ] Monthly P&L delivered on time
- [ ] Balance sheet reviewed monthly
- [ ] Cash balance visible without asking
- [ ] Reports compared to budget or prior period
- [ ] Owner can explain the numbers in the reports

Controls & Readiness

- [ ] Bank access limited to view-only for bookkeeper
- [ ] Chart of accounts clean and current
- [ ] Receipts and invoices stored digitally
- [ ] Books are tax-ready for your CPA
- [ ] Payroll records reconciled to books

How to score yourself

20-25 checked: your books are healthy. 12-19: gaps worth closing before tax season. Under 12: time for a cleanup.

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Notes

Track what is missing, questions for your bookkeeper, and follow-up items.

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