



FREE WORKBOOK | ACCAVALLO & COMPANY LLC

SMALL BUSINESS SURVIVAL GUIDE: BOOKKEEPING CLEANUP

ORGANIZE YOUR BOOKS BEFORE Q4.



A MESSAGE FROM OUR TEAM

The Bookkeeping Cleanup Workbook is Book 3 of 3 in our summer financial workbook series.

August is your last window before Q4 hits. If your books have slipped this summer, now is the time to clean them up — before year-end turns a small problem into an expensive one.

This workbook walks you through exactly what needs attention and in what order.

Complete it at your own pace and bring it to your next meeting with us.

We're here when you need us.

Sincerely,
The Accavallo & Company Team

THIS WORKBOOK INCLUDES:

1. BOOKKEEPING BASICS & HEALTH CHECK
2. MISSING RECORDS TRACKER
3. AUGUST CLEANUP CHECKLIST
4. MY CLEANUP PLAN
5. QUESTIONS TO ASK YOUR BOOKKEEPER





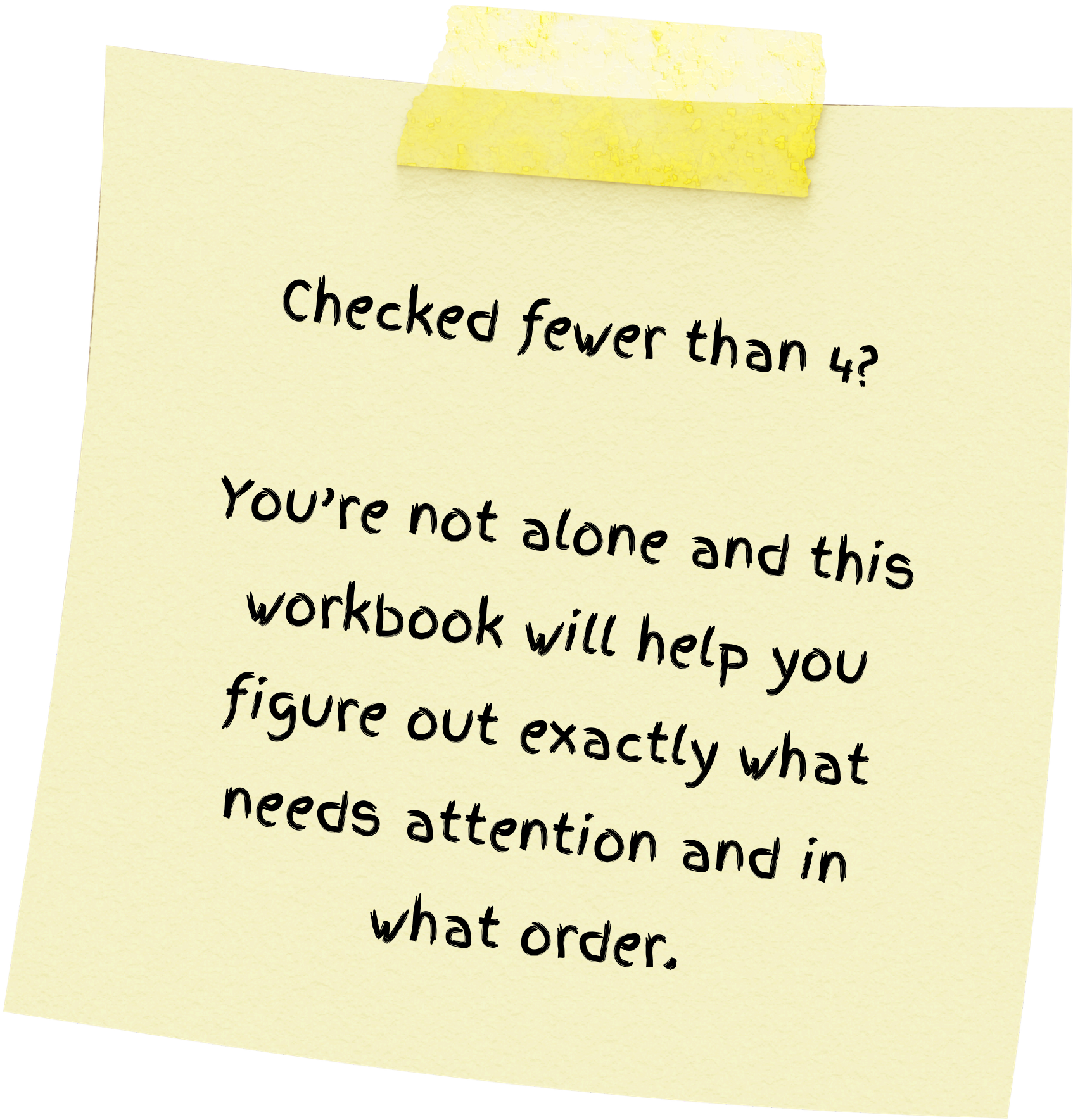
What Is Bookkeeping, Really?

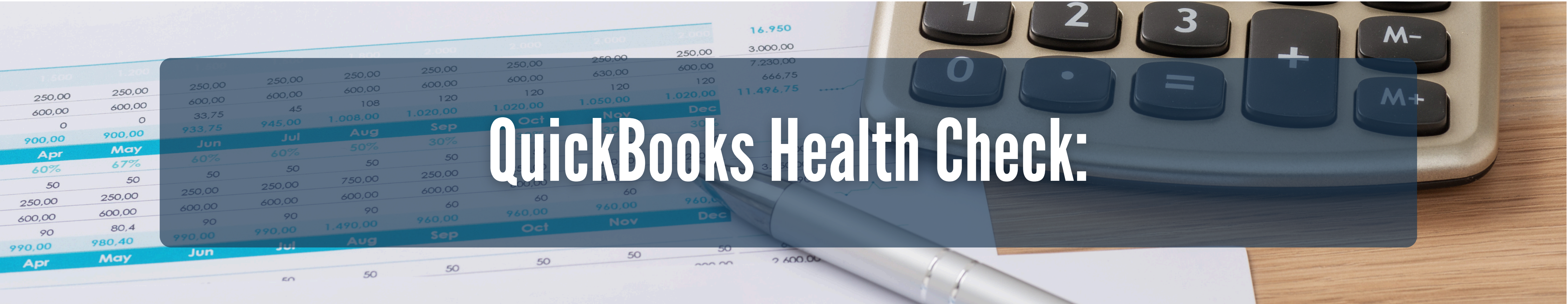
Bookkeeping is just tracking every dollar in and out of your business. When your books are clean, everything else, taxes, loans, decisions, gets easier. When they're not, problems pile up quietly until they're expensive.

When Books Are Clean	When Books Are Behind
• Tax prep takes hours, not weeks • You can see real profit anytime • Loan applications are straightforward • Problems get caught early • You pay your accountant less What QuickBooks Does QuickBooks is a software that tracks your income and expenses, connects to your bank, and generates reports. Think of it as a running scoreboard for your business finances.	• Tax season becomes a scramble • You lose visibility into your finances • Deductions get missed • Bank reconciliations pile up • Catch-up bookkeeping costs more to fix Why August? Q4 starts in October. Getting your books clean now gives you a clear picture heading into the busiest stretch of the year — and makes year-end infinitely less stressful.

WHERE ARE YOU RIGHT NOW?

- ☐ My books are up to date through at least June
- ☐ My bank accounts, credit cards, loans are reconciled in QuickBooks
- ☐ I know my current profit or loss for the year
- ☐ All my expenses are categorized correctly
- ☐ I have no mystery transactions sitting uncategorized





Mark where you stand & behonest, this is just for you!

Work through each section below. Circle or check your status for each item.

AREA	STATUS	NOTES / ACTION NEEDED
Bank accounts connected & syncing	✓ Done / Needs Work / Not Set Up	
Credit card accounts connected	✓ Done / Needs Work / Not Set Up	
Books reconciled through last month	✓ Done / Needs Work / Behind	
Income transactions categorized	✓ Done / Needs Work / Behind	
Expense transactions categorized	✓ Done / Needs Work / Behind	
Uncategorized transactions = zero	✓ Done / Has Some / Many	
Invoices sent & recorded	✓ Done / Needs Work / Not Tracking	
Bills & vendor payments recorded	✓ Done / Needs Work / Not Tracking	
Payroll recorded correctly	✓ Done / Needs Work / N/A	
Chart of accounts makes sense	✓ Done / Needs Review / Not Sure	
P&L report runs without errors	✓ Done / Has Errors / Never Run It	
Balance sheet looks reasonable	✓ Done / Has Errors / Never Run It	

Message

!

Don't use QuickBooks? That's okay.

Use this health check for whatever system you use (spreadsheet, Wave, FreshBooks, etc.).

The questions apply regardless of the tool.

OK

Cancel



MISSING RECORDS TRACKER

Check off what you have. Anything missing goes on your cleanup list.

BANK & CREDIT STATEMENTS

- ☐ January - July bank statements downloaded
- ☐ Credit card statements for all business cards
- ☐ PayPal / Stripe / Square statements if applicable

RECEIPTS & DOCUMENTATION

- ☐ Receipts for equipment purchases over \$500
- ☐ Receipts for business meals & travel
- ☐ Mileage log if claiming vehicle expenses
- ☐ Home office measurements if applicable
- ☐ Contracts for large vendor payments

PAYROLL & CONTRACTORS

- ☐ Payroll records Jan – July
- ☐ List of contractors paid \$600+ this year
- ☐ W-9 forms on file for each contractor

SET UP FOR Q4

- ☐ Recurring expenses set up as rules in QuickBooks
- ☐ Year-end documents folder created
- ☐ Accountant check-in scheduled for October

WHAT’S STILL MISSING?

LIST IT HERE

AUGUST CLEANUP CHECKLIST

You don’t have to do all of this yourself — but know what’s done and what needs help.

CATCH UP ON TRANSACTIONS

- ☐ Income & expenses categorized through July 31
- ☐ Zero uncategorized transactions remaining
- ☐ Transfers recorded correctly (not as income/expense)

RECONCILE YOUR ACCOUNTS

- ☐ Business checking reconciled through July
- ☐ Business savings reconciled through July
- ☐ All credit cards reconciled through July
- ☐ PayPal / Stripe / Square reconciled

CLEAN UP & RUN REPORTS

- ☐ Duplicate transactions removed
- ☐ Personal expenses removed from business account
- ☐ Old unpaid invoices reviewed
- ☐ P&L report run for January – July
- ☐ Balance Sheet reviewed for anything unusual



MY CLEANUP PLAN

PICK THE TASKS THAT NEED ATTENTION. ASSIGN THEM AND SET A DEADLINE.

TASK	WHO’S DOING IT	BY WHEN	DONE?

THE BIGGEST BOOKKEEPING PROBLEM IN MY BUSINESS RIGHT NOW:
WRITE IT HERE — BRING THIS TO YOUR NEXT CONVERSATION WITH US

QUESTIONS FOR YOUR BOOKKEEPER

CHECK WHAT APPLIES AND BRING THIS PAGE TO YOUR NEXT MEETING.

IF YOUR BOOKS ARE BEHIND

- ☐ How far behind and how long to catch up?
- ☐ What do you need from me to start?
- ☐ What will catch-up bookkeeping cost?
- ☐ What can I do to make this faster?

IF BOOKS ARE CURRENT

- ☐ Any chart of accounts issues?
- ☐ Deductions I’m missing?
- ☐ Anything unusual in my P&L?
- ☐ QuickBooks features I should use?

CONSIDERING HELP?

- ☐ What does monthly bookkeeping include?
- ☐ How will we communicate?
- ☐ What do you need from me monthly?
- ☐ Will I keep access to my QB file?

BEHIND ON YOUR BOOKS? LET'S FIX THAT.

Messy books don't fix themselves, but they're also not as hard to clean up as most people think. Our team does this every day.

Whether you need a one-time catch-up or ongoing monthly bookkeeping, we'll get your books clean, keep them that way, and make sure nothing falls through the cracks heading into year-end.

GET IN TOUCH!

✱ 1000 BRIDGEPORT AVE. SUITE 410
SHELTON, CT 06484

✱ WWW.ACO.CPA

✱ (203) 925-9600

✱ INFO@ACO.CPA

