



Mid-Year Money Review for Small Businesses

DENNISON BOOKKEEPING SERVICES



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Hey, it's Chereé!

You're tuning into honesty hour... with your business!

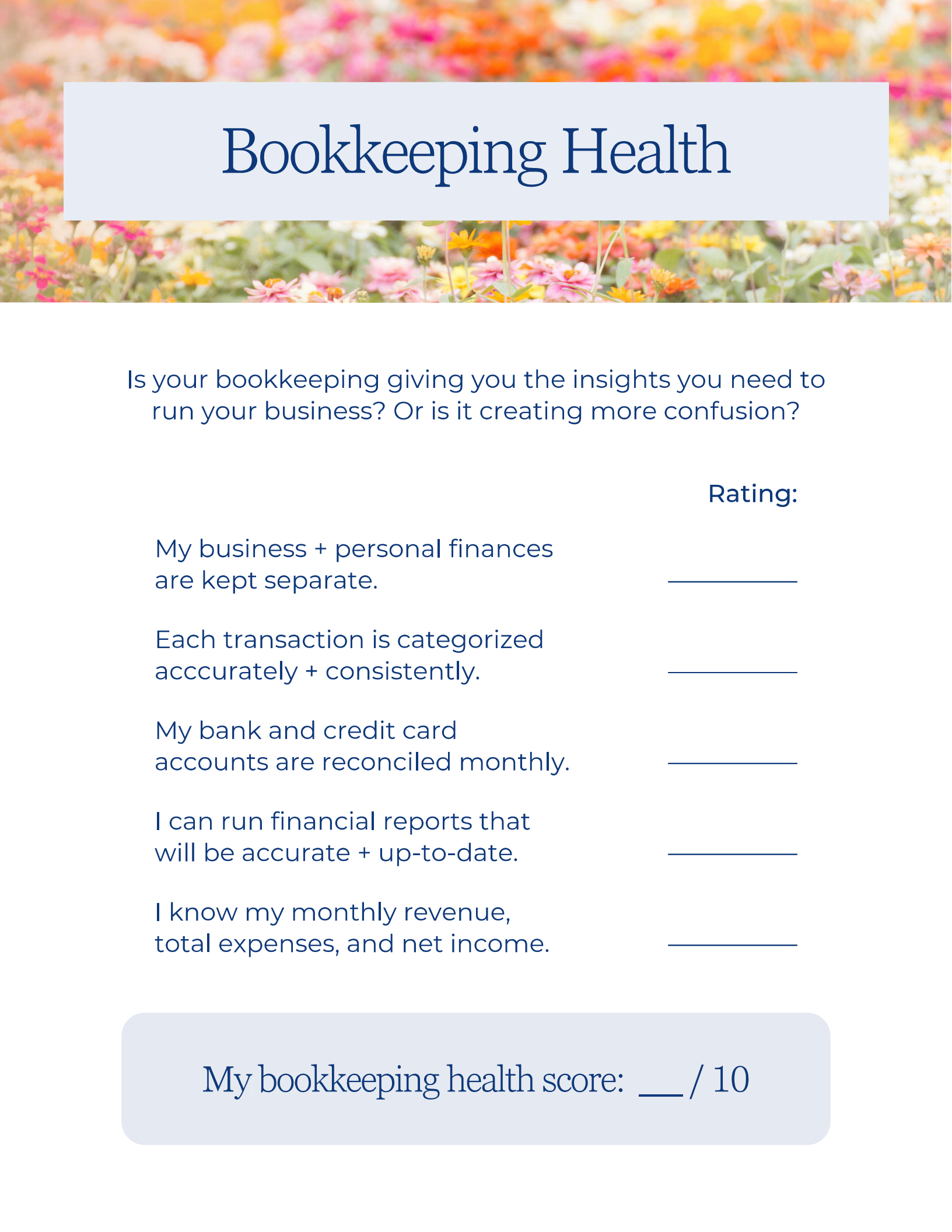
You're about to take a closer look at each area of your business's finances, rate your current systems, and see where you have room for improvement!

How the scoring system works:

- 0 - Not happening
- 1 - Sort of/sometimes
- 2 - Yes, consistently

Be honest! There's no judgment here, just some practical next steps designed to meet you where you're at!

NOTE: *This guide is for educational purposes and is not intended as legal, tax, or financial advice.*



Bookkeeping Health

Is your bookkeeping giving you the insights you need to run your business? Or is it creating more confusion?

Rating:

My business + personal finances are kept separate.

Each transaction is categorized accurately + consistently.

My bank and credit card accounts are reconciled monthly.

I can run financial reports that will be accurate + up-to-date.

I know my monthly revenue, total expenses, and net income.

My bookkeeping health score: ____ / 10

Bookkeeping Report Card

0-3: The books have left the chat

If this is you, your numbers may be too outdated or incomplete to rely on them for your business decisions.

Start here:

- Open up a business bank account
- Clear all uncategorized transactions
- Consider a bookkeeping clean-up

4-7: The start of clean books

You're clearly making an effort to get your books in order! If you refine your monthly bookkeeping routine to stay consistent, you'll be golden.

8-10: Your bookkeeper's BFF

Tax Readiness

Is “taxes” a five-letter word to you? Or are you always prepared for your bill and have a plan to strategically lower it?

Rating:

A qualified tax accountant prepares my tax return(s).

I regularly set aside money for my taxes.

I make my estimated tax payments on time.

I’m current on all of my personal + business tax filings.

I understand the payroll, sales tax, and state obligations my business has.

My tax readiness score: ____ / 10

Tax Readiness Report Card

0-3: Taxes are currently a jump scare

You might be costing yourself money with missed deadlines or filings.

Start here:

- Hire a qualified tax professional
- Calculate a current-year estimate
- Address any IRS/state notices

4-7: Guesswork or good planning?

You're doing some of the right things, but you're relying more on rough estimates than truly planning for taxes!

8-10: You're a tax-pert, Harry!

Cash Flow Confidence

Do you truly understand how money flows in and out of your business? Or are you playing bank balance roulette?

Rating:

I regularly review upcoming bills, payroll, and tax payments.

I plan my cash flow around my seasonal revenue trends.

I know how much cash is needed to cover an average month.

I keep sufficient cash reserves on hand for emergencies.

I don't rely on debt to cover normal operating expenses.

My cash flow score: ____ / 10

Cash Flow Report Card

0-3: Playing bank balance roulette

You're relying too much on your bank balance when you should be looking at your cash flow.

Start here:

- Identify average monthly cash needs
- Follow up on unpaid invoices and negotiate payment terms with vendors

4-7: On the right track

You're pretty on top of things, but could be better prepared for unexpected costs.

8-10: Cashflow king (or queen!)

Owner's Pay

Are you actually getting the paycheck you dreamed of?
Or settling for your business's leftovers?

Rating:

I'm able to confidently pay
myself on a regular basis.

I understand how to pay myself
based on my entity type.

For S corp owners, I'm paying
myself a reasonable salary.

I'm able to put money away from
my paycheck towards savings.

I don't have to skip a paycheck to
cover regular business expenses.

My owner's pay score: ____ / 10

Owner's Pay Report Card

0-3: Founder-funded employment

You're running a business, but that business isn't consistently supporting you.

Start here:

- Calculate what your business can afford to pay you
- Set a regular owner-pay schedule

4-7: Paying yourself *pretty* good

You're not mad at what you're able to pay yourself, but there might be room for optimization with your salary, distributions, or retirement contributions.

8-10: In your CEO era



Let's Connect!

I'm passionate about helping small business owners understand their numbers through monthly bookkeeping, increase profits and streamline business processes, and lower their tax liabilities.

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