BELAY

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CLEAN BOOKS DIAGNOSTIC

Spot gaps in your bookkeeping process before they impact your next big decision

Business Name	Period Reviewed	Prepared By	Date

HOW TO USE THIS WORKSHEET

Work through each section. Check off items that are clean and use the Notes column to flag anything that needs attention. Use the Priority Scorecard at the end to sequence your cleanup before your next financial decision.

☐ = Done / Clean   🚩 = Issue Found   Notes column = Describe the fix needed

🏦 1. BANK RECONCILIATION

The #1 source of hidden errors — resolve before any financial review.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	All bank and credit card accounts are fully reconciled through the end of last month	*Notes / action:*
☐	No transactions are sitting in 'Uncategorized' or 'Ask My Accountant' — every line is coded	*Notes / action:*
☐	Duplicate transactions have been identified and removed; cleared balance matches the bank statement	*Notes / action:*

📥 2. ACCOUNTS RECEIVABLE (A/R)

Inaccurate A/R distorts your revenue picture and cash flow forecast.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	A/R aging has been reviewed — no invoices older than 90 days are open without a collection note	*Notes / action:*
☐	All payments received are applied to the correct invoices with no unapplied payments floating	*Notes / action:*
☐	Customer deposits or retainers are recorded as liabilities (deferred revenue), not income	*Notes / action:*

📤 3. ACCOUNTS PAYABLE (A/P)

Missed bills and duplicate payments quietly distort your profit margins.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	All vendor bills are entered, up to date, and no unexpected overdue balances in A/P aging	Notes / action:
☐	No duplicate bills exist for the same vendor invoice; vendor credits are applied correctly	Notes / action:
☐	All 1099-eligible contractors are flagged and W-9s are on file for year-end reporting	Notes / action:

📂 4. CHART OF ACCOUNTS & CODING

Messy categorization makes your P&L unreliable and creates unnecessary tax exposure.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	Owner draws and personal expenses are NOT coded to business expense accounts	Notes / action:
☐	Fixed assets (equipment, vehicles, computers) are recorded as assets — not expensed directly	Notes / action:
☐	Expenses are coded consistently month to month — no unexplained category shifts	Notes / action:

👥 5. PAYROLL & CONTRACTORS

Payroll errors affect taxes, employee trust, and regulatory compliance.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	Payroll taxes are being withheld, remitted, and payroll liabilities match what's owed	Notes / action:
☐	All payroll journal entries from your provider are posted and reconciled in the books	Notes / action:
☐	Contractors are correctly classified (not misclassified as employees) and payments are tracked	Notes / action:

📊 6. EXPENSE & REVENUE RECOGNITION

Revenue and expenses must hit the right period — timing errors distort everything.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	Revenue is recognized when earned, not just when cash is received; no large lump-sum distortions	Notes / action:
☐	COGS is clearly separated from operating expenses; gross margin % is consistent and explainable	Notes / action:

☐	Loan proceeds are not recorded as income; loan repayments are split between principal and interest	*Notes / action:*

📅 7. MONTH-END CLOSE PROCESS

A structured close ensures your reports are trustworthy when decisions need to be made.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	P&L and Balance Sheet are reviewed every month — not just at year-end	*Notes / action:*
☐	Prior months are locked after close to prevent accidental edits or backdated entries	*Notes / action:*
☐	Financial statements are shared with decision-makers within 2 weeks of month end	*Notes / action:*

✅ 8. COMPLIANCE & AUDIT READINESS

Gaps in compliance create penalties. Stay ahead of requirements before they find you.

✓	CHECK ITEM	NOTES / ACTION NEEDED
☐	Sales tax collected matches sales tax remitted — no backlog of unfiled or unpaid returns	*Notes / action:*
☐	Estimated quarterly tax payments are calculated and paid on schedule	*Notes / action:*
☐	All receipts, bills, and contracts are stored and attached to their transactions in the books	*Notes / action:*

PRIORITY SCORECARD

Tally your findings and assign priority — then fix in order.

Section	Issues Found (#)	Priority H / M / L	Fix By Date
Bank Reconciliation			
Accounts Receivable			
Accounts Payable			
Chart of Accounts			
Payroll & Contractors			
Expenses & Revenue			
Month-End Close			
Compliance & Audit			

MY TOP 3 CLEANUP ACTIONS

1	Action: ____________________	Due by: ____________
2	Action: ____________________	Due by: ____________
3	Action: ____________________	Due by: ____________