



Action Checklist

For Accounting and Cash Flow

Step One: Build Your Knowledge

Review and understand the structure of the three most important financial statements

Create a plan for saving of your invoices, receipts, and bank statements

Draft your Chart of Accounts (and plan to review it later)

Decide whether Cash or Accrual accounting is right for your business

Create a plan for keeping business and personal money completely separate

Step Two: Gather Your Accounting Team

Find a CPA or EA, using the 5 guidelines provided

In consultation with your CPA or EA, find a bookkeeper or select an online bookkeeping software for your business

Open a business bank account

Identify what support is available to you through national business organizations and grants

Step Three: Get Started

Create *internal controls* for your business finances

Schedule time every month to reconcile your bank accounts and check your cash flow

Create a plan to save for taxes

If you are collecting sales tax, work with your CPA to register in the relevant state(s)

Add important tax-related dates to your calendar

Schedule a time to review your accounting statements with your accountant