DO YOU KNOW YOUR NUMBERS?

A 10-Minute Monthly Financial Checkup for Small Business Owners

Quick check: You do not need to be an accountant to know whether your business is healthy. Once a month, take 10 minutes and work through these questions. If you cannot answer several of them, your bookkeeping may not be giving you the information you need.

Your Monthly Money Checkup

- **1. Are all bank and credit card accounts reconciled?**
  Your books should agree with the actual account statements. Unreconciled accounts can hide duplicates, missing transactions, or errors.

- **2. Do you know your profit for the month?**
  Look at your Profit & Loss. Revenue is important—but revenue is not the same as profit.

- **3. Do you know where your money went?**
  Scan your largest expense categories. Anything unusually high, duplicated, personal, or incorrectly categorized?

- **4. Who owes you money?**
  Review outstanding invoices and aging. Follow up before a small overdue balance becomes an old one.

- **5. What bills and obligations are coming due?**
  Know what must be paid over the next 30 days so you are not surprised by payroll, vendors, taxes, subscriptions, or debt payments.

- **6. Is there enough cash for the next 30 days?**
  Your P&L; can show a profit while your bank balance tells a different story. Look ahead at expected cash in and cash out.

- **7. Are business and personal transactions separated?**
  Personal activity mixed into business accounts creates extra cleanup and makes your financial reports less useful.

- **8. Are owner contributions, draws, and distributions recorded correctly?**
  Money moving between you and the business is not automatically income or an ordinary business expense.

- **9. Are receipts and supporting documents organized?**
  Keep documentation for purchases, major expenses, fixed assets, contractor payments, and other important transactions.

- **10. Can you explain what changed since last month?**
  Revenue up? Expenses higher? Cash lower? Receivables growing? The goal is not just accurate books—it is understanding what the numbers are telling you.

YOUR NUMBERS AT A GLANCE

Fill this in once a month. The trend matters just as much as the number.

MONTH: ______________________________	DATE REVIEWED: ___________________
Cash in bank	$ ___________________
Revenue this month	$ ___________________
Net profit this month	$ ___________________
Outstanding customer invoices	$ ___________________
Bills due in the next 30 days	$ ___________________
Tax money set aside	$ ___________________
Largest expense category	_________________________
One number I need to watch	_________________________

How did you do?

8–10 YES	You have a strong handle on the basics. Keep the monthly habit going.
5–7 YES	Your books may be getting done, but there are gaps that can make decisions harder.
0–4 YES	It may be time for a bookkeeping cleanup or ongoing support so you can trust your numbers.

Your books should do more than record the past.
They should help you understand your business.

Metro Financial Services LLC provides personalized QuickBooks Online bookkeeping for small business owners who want organized books, accurate financials, and a clearer understanding of their numbers.

Note: This checklist is a general business organization tool and is not tax, legal, or accounting advice.