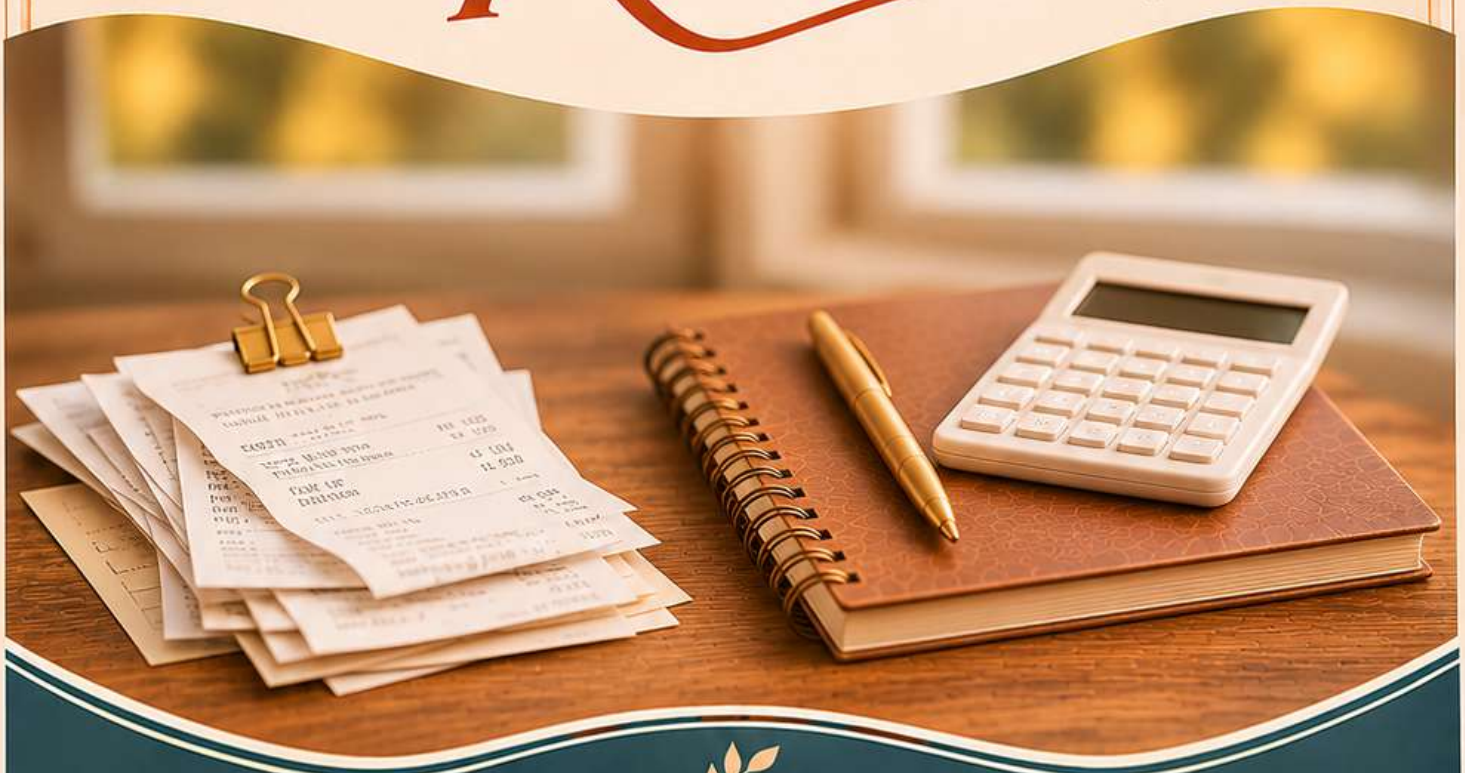
AUTUMN RIVER CO.

BOOKKEEPING & VA SUPPORT

The Small Business Financial *Reset*



A practical plan to review your numbers, regain clarity, and move forward with confidence.

A CALM PLACE TO BEGIN

Start with what you know

Start here: no shame, no guesswork

You do not need to fix months of transactions in one afternoon. The goal of this reset is to understand what is missing, collect your records, and choose the next step. Plan for 15–30 minutes for this first review.

- ☐ Download bank and credit card statements for each business account for the months you need to review.
- ☐ Locate your most recent reconciled month (if you use QuickBooks or another accounting system).
- ☐ Open the companion Excel workbook and start with the Start Here tab.

Five questions to answer

1 How far behind are the books?

Write down the last month fully reviewed and reconciled. Imported transactions do not necessarily mean complete books.

2 What money came in?

Gather deposits, payment processor summaries and invoices. Note transfers and loans separately from sales.

3 What money went out?

Gather bank and card expenses, bills, receipts and owner-paid purchases. Avoid counting card payments twice.

4 What is still unpaid?

List outstanding customer invoices and vendor bills. These may not appear in a cash-only snapshot.

5 What records are missing?

Make one list of missing statements, receipts, access and questions rather than resolving everything immediately.

MAKE A PRACTICAL NEXT-STEP PLAN

Organize your reset

Your 20-minute organizing checklist

5 minutes	Identify the last reconciled month and list missing months.
5 minutes	Collect available account statements and payment processor reports.
5 minutes	Populate the workbook's monthly snapshot with confirmed figures only.
5 minutes	Choose your next action and note questions for your bookkeeper or tax professional.

What the Excel workbook does and does not do

The workbook helps you track what is known, what is missing, cash received and paid, open invoices, and next steps. It is a planning tool, not a substitute for reconciled books or a tax return.

The cash snapshot is not the same as profit. It excludes noncash adjustments, unpaid bills, taxes, loan principal distinctions, and other accounting items. Do not overwrite QuickBooks historical entries to force agreement with this worksheet.

When it may be time to ask for help

- ☐ More than two months of records need organizing or reconciliation.
- ☐ Bank balances and bookkeeping reports do not agree.
- ☐ Sales processor deposits are difficult to match to sales and fees.
- ☐ You are unsure how to record loans, owner transactions, payroll, or sales tax.
- ☐ Keeping up with receipts and reports is taking time away from serving clients.

A little breathing room for your business

Practical bookkeeping and back-office support when you need it.

DOWNLOAD THE EXCEL TEMPLATE

BOOK A FREE 30-MINUTE CALL

Educational resource only; not individualized tax, legal, or accounting advice. Do not change historical bookkeeping entries solely based on this guide.