

Business Foundation Checklist

A practical review of the records, routines and safeguards that support a healthy business.

BUSINESS IDENTITY

- ☐ Legal business name and registration are current
- ☐ Required licenses and permits are current
- ☐ Business and personal money are kept separate
- ☐ Insurance coverage has been reviewed recently

FINANCIAL RECORDS

- ☐ Bookkeeping is updated consistently
- ☐ Bank and card accounts are reconciled
- ☐ Revenue, expenses and owner draws can be explained
- ☐ Tax deadlines and estimated payments are tracked
- ☐ A cash-reserve goal is documented

OPERATIONS

- ☐ Core responsibilities have clear owners
- ☐ Recurring work has written steps
- ☐ Important contracts and records are organized
- ☐ Customer inquiries and follow-up are tracked
- ☐ System access is reviewed when roles change

YOUR NEXT MOVE

Three items that need attention first

First action, owner and target date

Educational planning tool only. This is not legal, tax, accounting, lending or investment advice.