UCFO

FINANCIAL FOUNDATION CHECKLIST

LEGAL

- ◯ File for the appropriate legal entity
- ◯ Get insurance
- ◯ Engage legal counsel for review of contracts or other business documents
- ◯ Register for state and local business permits
- ◯ Document your ownership structure (especially important for partnerships or family-run businesses)

TAX

- ◯ Set aside money to remit tax payments
- ◯ Understand if your business needs to pay sales tax
- ◯ Stay up to date with filings
- ◯ Ensure you're paying on time
- ◯ Work with a CPA to determine estimated tax obligations
- ◯ Track tax-deductible expenses throughout the year

BOOKEEPING

- ◯ Set up reliable bookkeeping system
- ◯ Establish chart of accounts
- ◯ Track all records of sales and income
- ◯ Monitor and record all expenses
- ◯ Keep track of payroll (including taxes and benefits)
- ◯ Back up your financial data regularly
- ◯ Use job costing or project tracking for service-based businesses

BANKING

- ◯ Create a separate bank account
- ◯ Regularly reconcile bank to books

REVIEW OF FINANCIALS

- ◯ Monitor and manage accounts receivable and accounts payable
- ◯ Review and monitor cash flow to ensure adequate funds for operations
- ◯ Analyze financial data to evaluate business performance and make informed decisions
- ◯ Set a recurring time to review financials (monthly or biweekly)
- ◯ Compare actual results to your budget or projections