



# Financial Foundations checklist

## Legal

- File for the appropriate legal entity
- Get insurance
- Engage legal counsel for review of contracts or other business documents

## Banking

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

## 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

## Bookkeeping

- 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)

## 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

Remember, this checklist is a general guide, and it's important to consult with a professional accountant or bookkeeper for specific advice tailored to your business's unique needs.