

A person wearing a purple, textured sweater is sitting at a wooden desk. Their hands are visible, typing on a laptop keyboard. A smartphone is lying on the desk to the left of the person. The scene is lit with warm, natural light, creating a cozy and professional atmosphere.

Mid-Year Money Review for Small Business Owners

LOOKOUT BOOKKEEPING

LOOKOUT BOOKKEEPING

Hey, it's Melissa!

You're tuning into honesty hour... with
your business!

You're about to take a closer look at
each area of your business's finances,
rate your current systems, and see
where you have room for
improvement!

How the scoring system works:

- 0 - Not happening
- 1 - Sort of/sometimes
- 2 - Yes, consistently

Be honest! There's no judgment here,
just some practical next steps designed
to meet you where you're at!

NOTE: This guide is for educational
purposes and is not intended as legal,
tax, or financial advice.





Bookkeeping Health

Is your bookkeeping giving you the insights you need to run your business? Or is it creating more confusion?

Rating:

My business + personal finances are kept separate.

Each transaction is categorized accurately + consistently.

My bank and credit card accounts are reconciled monthly.

I can run financial reports that will be accurate + up-to-date.

I know my monthly revenue, total expenses, and net income.

My bookkeeping health score: __ / 10



Bookkeeping Report Card

0-3: The books have left the chat

If this is you, your numbers may be too outdated or incomplete to rely on them for your business decisions.

Start here:

- Open up a business bank account
- Clear all uncategorized transactions
- Consider a bookkeeping clean-up

4-7: The start of clean books

You're clearly making an effort to get your books in order! If you refine your monthly bookkeeping routine to stay consistent, you'll be golden.

8-10: Your bookkeeper's BFF



Tax Readiness

Is “taxes” a five-letter word to you? Or are you always prepared for your bill and have a plan to strategically lower it?

Rating:

A qualified tax accountant prepares my tax return(s).

I regularly set aside money for my taxes.

I make my estimated tax payments on time.

I’m current on all of my personal + business tax filings.

I understand the payroll, sales tax, and state obligations my business has.

My tax readiness score: __ / 10

Tax Readiness Report Card

0-3: Taxes are currently a jump scare

You might be costing yourself money with missed deadlines or filings.

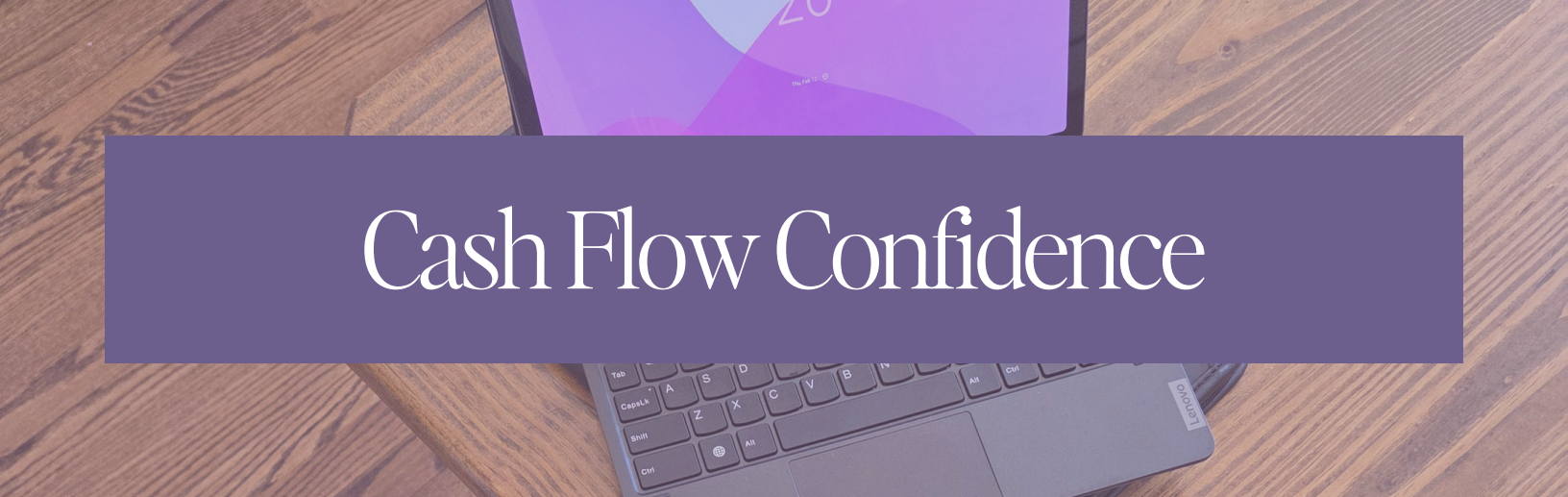
Start here:

- Hire a qualified tax professional
- Calculate a current-year estimate
- Address any IRS/state notices

4-7: Guesswork or good planning?

You're doing some of the right things, but you're relying more on rough estimates than truly planning for taxes!

8-10: You're a tax-pert, Harry!



Cash Flow Confidence

Do you truly understand how money flows in and out of your business? Or are you playing bank balance roulette?

Rating:

I regularly review upcoming bills, payroll, and tax payments.

I plan my cash flow around my seasonal revenue trends.

I know how much cash is needed to cover an average month.

I keep sufficient cash reserves on hand for emergencies.

I don't rely on debt to cover normal operating expenses.

My cash flow score: __ / 10

Cash Flow Report Card

0-3: Playing bank balance roulette

You're relying too much on your bank balance when you should be looking at your cash flow.

Start here:

- Identify average monthly cash needs
- Follow up on unpaid invoices and negotiate payment terms with vendors

4-7: On the right track

You're pretty on top of things, but could be better prepared for unexpected costs.

8-10: Cashflow king (or queen!)

Owner's Pay

Are you actually getting the paycheck you dreamed of? Or settling for your business's leftovers?

Rating:

I'm able to confidently pay myself on a regular basis.

I understand how to pay myself based on my entity type.

For S corp owners, I'm paying myself a reasonable salary.

I'm able to put money away from my paycheck towards savings.

I don't have to skip a paycheck to cover regular business expenses.

My owner's pay score: __ / 10

Owner's Pay Report Card

0-3: Founder-funded employment

You're running a business, but that business isn't consistently supporting you.

Start here:

Calculate what your business can afford to pay you

Set a regular owner-pay schedule

4-7: Paying yourself pretty good

You're not mad at what you're able to pay yourself, but there might be room for optimization with your salary, distributions, or retirement contributions.

8-10: In your CEO era



Let's Connect!

Run your business with a bookkeeping bestie who truly gets it! I bring order, clarity, and calm to your financials so you can love your business (and your life). I am passionate about providing business owners with advising that makes a difference.

WWW.LKTBOOK.COM