

Preparing for Your Bookkeeping Review

Use your meeting time to understand the numbers and decide what happens next.

Before the meeting

Read the latest reports and note their dates. Send missing records and answers to outstanding bookkeeping questions through the client portal.

Choose your top three questions. Identify specific transactions, account balances, or report lines so we can locate them quickly.

Tell us about upcoming purchases, hiring, loans, slow-paying customers, or other changes that could affect cash.

Bring useful context

Explain unusual sales or expenses. Note whether they are one-time events or likely to continue.

Have an updated list of unpaid invoices, bills due, and planned large payments when relevant to your review.

If discussing a budget or forecast, bring your assumptions about sales, payment timing, staffing, and costs.

A focused meeting agenda

First: resolve important questions about the records and any outstanding information.

Next: discuss financial changes, cash needs, and the questions you prioritized.

Finish: agree on actions, who owns them, and target dates. Review calls, forecasting, and custom reporting depend on your package or agreed scope.

Your meeting worksheet

Question 1: _____

Question 2: _____

Question 3: _____

Action / owner / due date: _____

After the meeting

Complete your assigned follow-ups and provide any additional records requested. Tell us promptly if assumptions or planned payments change.