

# Evaluating Your Bookkeeping Practices

Staff Writer

- Yes | No Is your profit goal clear to you and key employees?
- Yes | No Do you spend too much time on bookkeeping?
- Yes | No Are collections slow?
- Yes | No Is there more month left at the end of the money?
- Yes | No Is it difficult to extract current information from your systems?
- Yes | No Are accounts currently un-reconciled?
- Yes | No Is a retirement plan missing from your regular practices?
- Yes | No Do you operate without a cash cushion or savings plan in place?
- Yes | No Are creditors calling?
- Yes | No Do you see bookkeeping as a chore?
- Yes | No Do you periodically experience tight cash flow?
- Yes | No Does the subject of bookkeeping bring up negative feelings?
- Yes | No Is bookkeeping a drain on energy, or your budget?
- Yes | No Are financial or tax deadlines ever missed?
- Yes | No Is job costing difficult?

Save Time & Money | If you answer yes to more than three of these issues within your business, your practices may be costing you money. Another important tip to remember is just because your bookkeeper knows more than you about the subject, doesn't necessarily qualify them as an expert, and you want an expert. After all, we are talking about the single most important aspect of your business, your money.

Remember, accurate financial records and reports, investments, health insurance, a cash cushion and retirement plan are what you work so hard for. If you don't have access to these important business benefits, then its time to make a change.