

BACK TO BUSINESS CHECKLIST

It's back to school time for kids and back to business for entrepreneurs. After summer vacations and sporadic schedules, it's time to get back on track with your business operations. Finding time for sales and marketing, recruiting and hiring, invoicing and payables, all while getting ready for year-end can be overwhelming! Use this checklist to help!

- Review progress toward 2016 goals
- Update procedures for any changes in systems, staff or processes
- Make sure all filing is up-to-date (or better yet, work towards going paperless!)
- Make sure all bank accounts are reconciled and up-to-date
- Review your P&L – make sure all expenses are getting properly recorded to the appropriate accounts
- Run a balance sheet and make sure you understand what makes up the balance in every account
- Review your aged Accounts Receivable and follow up on old balances – write off balances that are uncollectible
- Start your process for year-end performance reviews and budget for any salary increases

