AniMax Bookkeeping
Bookkeeping & Tax for West Michigan Manufacturers

The Shop Owner's Bookkeeping Survival Checklist

10 things to have handled before ta

- [ ] **1. Business bank account & credit card -** fully separated from personal. No exceptions.
- [ ] **2. Job costs tracked per job -** materials, labor, overhead. You can't price what you can't measure.
- [ ] **3. Material prices current -** quotes built on this month's steel prices, not last year's.
- [ ] **4. Inventory counted -** at least quarterly; your balance sheet is lying otherwise.
- [ ] **5. Monthly P&L reviewed -** not in April. Every month, while you can still fix things.
- [ ] **6. Quarterly tax estimates paid -** no April surprise, no underpayment penalties.
- [ ] **7. Equipment purchases documented -** Section 179 decisions made before December 31, not after.
- [ ] **8. Contractor payments (1099s) tracked -** January you will thank December you.
- [ ] **9. Receipts captured at purchase -** not reconstructed from memory in March.
- [ ] **10. A bookkeeper who answers -** "your CPA only calls in April" shouldn't be your system.

Want this handled for you?
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