SABAL PALMS BOOKKEEPING

WHAT A CATCHUP NEEDS, ON ONE PAGE.

Pull what you can for every month that's missing. Check off what you have, and you'll know how far behind you are before we ever talk.

STATEMENTS

One for every missing month

- [ ] **Bank statements**
  Every business checking and savings account. Find them on your bank's website under Statements or Documents.
- [ ] **Credit card statements**
  Every card you use for the business. Find them on the card's website under Statements.
- [ ] **Loan and line of credit statements**
  Vehicle, equipment, SBA, or any other business loan. Your lender's website has them, or use the year-end statement they mail.
- [ ] **Payment app and card reader reports**
  Square, Stripe, PayPal, Venmo, or whatever you take payments with. Look under Reports or Statements.

YOUR BOOKS

Whatever you have now

- [ ] **Access to your accounting file**
  In QuickBooks Online, invite me as your accountant under Settings, Manage users, Accounting firms.
- [ ] **Spreadsheets or another program**
  Send a copy of whatever you've been using. Nothing at all? That's fine. Skip this one.
- [ ] **The last business tax return you filed**
  It shows me where your last finished year ended. Your tax preparer has a copy.

PAYROLL AND SALES TAX

Only if they apply to you

- [ ] **Payroll reports**
  A payroll summary for each missing month. Find it in your payroll provider (QuickBooks Payroll, Gusto, ADP) under Reports.
- [ ] **Florida sales tax returns you've filed (DR-15)**
  Plus your sales tax certificate number. Both are in your Florida Department of Revenue online account.

ODDS AND ENDS

A quick list is enough

- [ ] **Unpaid invoices**
  Who still owes you, and how much.
- [ ] **Unpaid bills**
  What you still owe, and to whom.
- [ ] **Receipts for big purchases**
  Equipment, vehicles, and tools.
- [ ] **Cash and personal-account spending**
  Anything for the business that didn't go through a business account.

Missing something? That's normal. Most banks let you download old statements, and I'll help you find the rest. Send what you have. Once I have access to your books, you'll have scope, price, and timeline in writing within 24 to 48 hours.

Next step: book a free 20-minute fit call.

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Bookkeeping services. Not tax, legal, or lending advice.