



Bookkeeping Basics for Florida Small Builders

*Simple steps to stay organized, compliant, and cash-flow
steady — from VirtuAll Assistants*





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Small builders in Florida often run lean teams, which means bookkeeping falls on the back burner. But inconsistent recordkeeping leads to missed payments, IRS headaches, and stalled projects. This guide covers the basics you need to stay compliant and in control.

Separate Business & Personal Accounts

- Always run income and expenses through a dedicated business account.

Track Income & Expenses Weekly

- Don't wait until tax time — update your books regularly.

Save Receipts & Invoices Digitally

- Use folders in Google Drive or QuickBooks to keep everything backed up.

Stay Current on Sales Tax & Payroll

- Florida requires timely filings — set calendar reminders to avoid penalties.

Monitor Job Costs by Project

- Track materials, subs, and labor per job to protect margins.

Review Monthly Reports

- P&L (Profit & Loss) and cash flow statements highlight issues before they snowball.

Good bookkeeping habits keep your projects running smoothly and your business protected.

If your team is stretched thin, VirtuAll Assistants can step in to manage bookkeeping and compliance — freeing you to focus on building.