PARKINS FINANCIAL LLC

Bookkeeping Health Check

Self-Assessment | Parkins Financial LLC

Not sure whether your books are in good shape? This self-assessment walks you through the same diagnostic questions we ask during every new client intake — covering reconciliation status, chart of accounts structure, payroll accuracy, and reporting gaps. Use it to get an honest picture of where things stand.

For each statement, check the response that best reflects your current situation. Review your score on page 2.

SECTION 1 Bank & Account Reconciliation

	YES	NO	UNSURE
My bank accounts are reconciled every month, with no open discrepancies.	☐	☐	☐
My credit card accounts are reconciled every month.	☐	☐	☐
There are no unresolved differences between my books and my bank statements.	☐	☐	☐
I have no transactions sitting in 'Uncategorized Expense' or 'Ask My Accountant.'	☐	☐	☐
None of my accounts show negative balances that should never be negative.	☐	☐	☐

SECTION 2 Chart of Accounts Structure

	YES	NO	UNSURE
My chart of accounts accurately reflects my current business activities.	☐	☐	☐
I have fewer than five 'miscellaneous' or catch-all expense categories.	☐	☐	☐
My chart of accounts has been reviewed or updated in the past 12 months.	☐	☐	☐
I have no duplicate or redundant accounts I rarely use.	☐	☐	☐
My income accounts are organized by revenue source, not lumped into one line.	☐	☐	☐

	YES	NO	UNSURE

SECTION 3 Payroll Accuracy

	YES	NO	UNSURE
Payroll is processed accurately and on time every pay period.	☐	☐	☐
Federal and state payroll taxes are filed on time every quarter.	☐	☐	☐
Employee classifications (W-2 vs. 1099) are reviewed at least once per year.	☐	☐	☐
Payroll records match the payroll reports in QuickBooks.	☐	☐	☐
Year-end W-2s and 1099s are prepared accurately and distributed on time.	☐	☐	☐

SECTION 4 Financial Reporting & Visibility

	YES	NO	UNSURE
I receive and review a profit & loss statement every month.	☐	☐	☐
I review a balance sheet at least quarterly.	☐	☐	☐
I know my current cash position without having to ask my bookkeeper.	☐	☐	☐
My financial reports are actively used to inform business decisions.	☐	☐	☐
My CPA has not flagged material errors in my books in the past two years.	☐	☐	☐

How to Read Your Results

16 – 20 YES answers
BOOKS IN GOOD SHAPE

Your books appear to be well-maintained. A quick review with a ProAdvisor can confirm everything is running smoothly.

10 – 15 YES answers
SOME ATTENTION NEEDED

A few areas need focus. A targeted bookkeeping review can prevent small issues from growing into larger problems.

Fewer than 10 YES answers
CLEANUP RECOMMENDED

Your books likely need professional cleanup. We can assess the scope and build a clear plan to get you back on track.

Ready for a professional review?

Schedule a free Bookkeeping Health Check with Parkins Financial LLC.

We’ll review your file, identify any gaps, and give you a clear path forward — no commitment required.

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