BUGABOO BOOKKEEPING

Bookkeeper Handoff Checklist

Keep the records, access, and unfinished work clear when responsibility changes.

01 / BEFORE AND DURING THE HANDOFF

> A clean handoff identifies the work completed, the work still open, and who owns the next step. Preserve the existing file before changing it.

Agree on the cutoff

- [ ] Document the final month covered by the outgoing bookkeeper and the first month assigned to the incoming person.
- [ ] List open filings, payment obligations, and stated deadlines. Name who will handle each item.
- [ ] Confirm which records and exports the outgoing provider will deliver and where they will be stored.

Collect the work and the evidence

- [ ] Obtain the chart of accounts, general ledger, balance sheet, profit and loss, and reconciliation reports.
- [ ] Request the last reconciled month by account, outstanding bank items, and explanations for unreconciled differences.
- [ ] Gather loan and payroll support, open customer and vendor balances, adjusting entries, and tax preparer correspondence.

Transfer access and unfinished work

- [ ] Confirm the business owner controls the accounting subscription and recovery contact details. Use individual user invitations.
- [ ] List missing records, unresolved issues, recurring entries, and any work still outside the agreed scope.
- [ ] Confirm the incoming person can access the required records before removing access the outgoing person no longer needs.

> Do not share a login or password to speed up the handoff. A new bookkeeper should review the opening position; receiving a file does not confirm its accuracy.

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02 / HANDOFF RECORD

Business name; outgoing provider; incoming provider

Cutoff month; outgoing final month; incoming first month

Account status: nickname / last reconciled month / unresolved difference

Documents delivered and still missing; secure storage location

Open obligations: item / responsible person / documented due date

Access confirmed; access removal owner and planned date

> Use this as a working record, not a sign-off that the books are correct. If the balances or supporting records do not agree, pause unsupported adjustments and document what needs review. Help: bugaboobookkeeping.com/contact/.