

Bookkeeping Cleanup Starter Pack

Gather the records. Name the gaps. Leave the corrections for a supported review.

01 / WHAT TO GATHER

You do not need a perfect file to ask for help. Start with what you have, mark what is missing, and keep original records unchanged.

Account records

- ☐ List every bank, credit card, payment processor, loan, and business account, including closed accounts.
- ☐ Gather full statements for the cleanup period and the preceding closing month, where available.
- ☐ Export existing QuickBooks reports and preserve a backup or export before making changes.

Support for balances

- ☐ Gather loan statements and agreements, payroll summaries, tax payment records, and open notices.
- ☐ Save unpaid customer invoices, vendor bills, and explanations for owner contributions or withdrawals.
- ☐ Gather the last filed business return, prior adjusting entries, and your tax preparer's correction requests.

What still needs an answer

- ☐ Record the last reconciled month for each account. A connected bank feed is not evidence of reconciliation.
- ☐ List missing statements, duplicated imports, unexplained balances, and work a prior bookkeeper did not finish.
- ☐ Gather any notices or stated deadlines. Ask for secure upload instructions before sharing financial records.

Keep passwords, MFA codes, and full account numbers out of this worksheet. Use account nicknames and the last four digits only.

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02 / YOUR CLEANUP BRIEF

Business name and person preparing this brief

Months or years involved; last month you know was fully reconciled

Accounts involved: nickname / last four digits / last reconciled month

Missing records: what is missing / who can obtain it / next follow-up date

Unexplained balances or other issues: account / amount / supporting source

Tax preparer requests, notices, and documented deadlines

Ready for help? Visit bugaboobookkeeping.com/contact/. A free consultation discusses fit and next steps. A paid diagnostic may be needed to inspect the records before cleanup can be quoted. This worksheet does not verify your books.