FREE CHECK · FOR BUSINESS OWNERS

Is your bookkeeping *healthy?*

This is the review we run when we open a set of books for the first time, in the order we run it. You can do the same in about fifteen minutes, in whatever software you use. Nothing here asks you to fix anything: this is the looking part.

Your bank and credit card accounts

Start here. Everything else is built on top of these.

THE CHECK	WHAT GOOD LOOKS LIKE	WORTH A LOOK IF
1 **Only business accounts are in there**	The accounts connected to your bookkeeping are the ones the business actually uses.	A personal chequing or card account is connected, so personal spending is landing in your business numbers.
2 **Nothing waiting in the bank feed**	The feed is empty, or holds only the last few days.	Transactions are stacked up waiting for someone to say what they were. The old ones at the bottom are the tell.
3 **Each account reconciled to its statement**	Every bank and card account was reconciled last month and agreed to the statement.	An account has never been reconciled, or the last one was months ago.
4 **No surprises inside the reconciliations**	Old cheques and deposits have cleared, and nobody has quietly changed an opening balance.	There are uncleared items from a year ago, or the software made an auto-adjustment to force a match.

Money waiting to be deposited

THE CHECK	WHAT GOOD LOOKS LIKE	WORTH A LOOK IF
5 **Undeposited Funds is current**	It holds only payments you have genuinely received but not yet banked.	It holds old amounts. Usually those were banked long ago and got recorded a second way, which means your income is counted twice.

Your profit and loss

THE CHECK	WHAT GOOD LOOKS LIKE	WORTH A LOOK IF
6 **Nothing uncategorized**	Uncategorized Income and Uncategorized Expense sit at zero.	Either one holds a balance, so real money is in your numbers with no label on it.
7 **Nothing parked for later**	Ask My Accountant and Reconciliation Discrepancies (if you have it) are empty.	Something was set aside to deal with later and nobody came back to it.
8 **No personal spending**	Only business costs are here.	Groceries, personal subscriptions, or a holiday are sitting in your expenses.
9 **Costs in the right half**	What it costs to deliver the work is separate from what it costs to keep the doors open.	Practitioner pay, processing fees, or materials are mixed in with rent and software, so you cannot see your margin.
10 **Nothing facing the wrong way**	Income is positive and expenses are positive.	An income or expense account shows a large negative, which usually means something went in backwards.

Rather have us look?

A one-time service, quoted before we start. Book a free consult.

cvbookkeeping.ca

PAGE 2 · THE BALANCE SHEET, AND WHAT IT MEANS

Where old mistakes *go to hide*

Your balance sheet

The one most owners skip, and the one where old mistakes hide.

THE CHECK	WHAT GOOD LOOKS LIKE	WORTH A LOOK IF
11 **Balances face the right way**	Bank accounts are positive, money owed to you is positive, and your loans and credit cards sit under liabilities.	A bank account is negative when it should not be, or a loan or credit card shows up as an asset, as though someone owes it to you.
12 **Opening Balance Equity is zero**	It is empty, which means the file was set up cleanly and the set-up was finished.	It holds a balance. Something did not land when the file or an account was created, and it has sat there ever since.
13 **No old balances that never move**	Every account changes when it should.	An account has held the same odd amount for a year, or there are uncategorized assets left from a previous year.
14 **Loans split properly**	Each loan payment is split between what you borrowed and the interest.	The whole payment goes against the loan, so your interest cost is invisible and your profit is overstated.
15 **Equipment recorded as equipment**	Anything expensive and long-lasting is on the balance sheet, claimed a bit at a time.	A treatment bed, a laser, or a vehicle went through as a one-off expense.

What your answers mean

- **Nothing to look at.** Your books are in good shape. Keep the habit that got you here.
- **One to three.** Normal, and usually a tidy rather than a project.
- **Anything in the first section, or Opening Balance Equity.** Start there. Those are the ones that quietly make every number above them wrong.

If you would rather we looked

A books health check is a one-time service: we run the full version of this on your file, send you what we found in plain English, and walk you through it in a 30-minute video meeting. You are under no obligation to have us fix any of it.

We only look

Nothing is changed in your books, and no work starts until you have signed an agreement. You can remove our access at any time.

MY NOTES

Corrie's take: I have never opened a set of books and found nothing. Not once, including my own. The difference between books that are fine and books that turn into a project is almost always how long something sat before anybody looked at it.

PAGE 3 · YOUR WORKSHEET

What you found, *in one place*

Print this page and work down it. Most things are fine, and usually only one or two need doing now.

THE CHECK	WHAT I FOUND	FIX, ASK, OR FINE
1 Only business accounts are in there		
2 Nothing waiting in the bank feed		
3 Each account reconciled to its statement		
4 No surprises inside the reconciliations		
5 Undeposited Funds is current		
6 Nothing uncategorized		
7 Nothing parked for later		
8 No personal spending		
9 Costs in the right half		
10 Nothing facing the wrong way		
11 Balances face the right way		
12 Opening Balance Equity is zero		
13 No old balances that never move		
14 Loans split properly		
15 Equipment recorded as equipment		

MY NOTES

General information for Canadian small businesses, current as of September 2026. Not tax or legal advice. This is a review, not an audit. CRA or your accountant has the final word on how anything is treated.