



Rooted in Trust. Grounded in Accuracy.

# SMALL BUSINESS BOOKKEEPING CLEAN-UP PLAN



**A practical roadmap for organizing messy or neglected books.**

**more info**

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## SMALL BUSINESS BOOKKEEPING CLEAN-UP PLAN

### *A 30-Day Plan to Restore Accurate Financial Records*

When bookkeeping falls behind, stress builds quietly. Transactions pile up, reports feel unreliable, and tax season becomes overwhelming. The good news is that cleaning up your books does not require a complete overhaul — just a clear, structured plan.

This guide walks you through a practical 30-day bookkeeping cleanup system designed to help small business owners restore clarity, rebuild accurate financial records, and establish routines that prevent future backlogs.

## WHO THIS GUIDE IS FOR

- Small business owners
- Solo entrepreneurs
- Growing teams without internal bookkeeping support
- Business owners preparing for tax season
- Anyone who feels behind on their bookkeeping

## WHY A CLEANUP PLAN WORKS

- Breaks a large problem into manageable steps
- Creates momentum through small wins
- Improves confidence in financial reports
- Reduces stress around tax preparation
- Establishes routines that prevent future backlog

## 30-DAY CLEANUP ROADMAP

Week	Focus	Time	Goal
Week 1	Build the Foundation	1–2 hrs.	✓
Week 2	Clean Up Transactions	2–4 hrs.	✓
Week 3	Clarify Accounts & Categories	2–3 hrs.	✓
Week 4	Establish Reporting Routines	1–2 hrs.	✓



### Week 1 — Build the Foundation

Time: 1–2 hours

- Review or create a clear chart of account
- Separate personal and business finances
- Connect bank and credit card feeds
- Gather past financial statements
- Create a digital receipt storage system

★ **Quick Win:** Create one folder called 'Financial Records' and store all statements there today.

### Week 2 — Clean Up Transaction

Time: 2–4 hours

- Enter missing income
- Enter missing expenses
- Upload receipts
- Reconcile bank accounts
- Reconcile credit card accounts

★ **Quick Win:** Reconcile just your primary bank account first.

#### Cleanup Pitfalls to Avoid

- Guessing categories for unclear transactions
- Deleting transactions to force reconciliation matches
- Mixing personal and business corrections
- Trying to fix multiple years of records at once

### Week 3 — Clarify Accounts and Categories

Time: 2–3 hours

- Review uncategorized transactions
- Confirm expense categories make sense
- Verify income streams are categorized correctly
- Review loan and credit card balances
- Confirm large purchases are recorded correctly

★ **Quick Win:** Run a Profit & Loss report and look for any line items that seem out of place.

### Week 4 — Establish Reporting Routines

Time: 1–2 hours

- Generate monthly financial reports
- Review reports for accuracy
- Schedule recurring bookkeeping time
- Store monthly reports in a shared folder

★ **Quick Win:** Block 15 minutes every week on your calendar — consistency matters more than quantity.



## MONTHLY BOOKKEEPING ROUTINE

### Weekly (10–15 minutes)

- Review new transactions
- Upload receipts
- Categorize uncategorized items

### Monthly (30–45 minutes)

- Reconcile bank accounts
- Reconcile credit cards
- Review Profit & Loss report
- Review current cash balance

### Quarterly

- Review major expenses
- Review tax estimates
- Meet with accountant if needed

### Annually (1–2 hours)

- Export full-year Profit & Loss and Balance Sheet
- Export General Ledger for the full year
- Confirm all accounts reconciled through December 31
- Send year-end reports to your CPA or tax preparer
- Review and update your chart of accounts if needed
- Archive the year's financial records in a labeled folder

## TOP 10 BOOKKEEPING MISTAKES

#	Mistake to Avoid
1	Mixing personal and business spending
2	Waiting until tax season to update books
3	Ignoring reconciliations
4	Losing receipts
5	Guessing expense categories
6	Not reviewing financial reports
7	Recording loans as income
8	Ignoring sales tax obligations
9	Not backing up records
10	Overcomplicating the chart of accounts



## BASIC SMALL BUSINESS CHART OF ACCOUNTS EXAMPLE

Income Accounts	Expense Accounts
Sales Revenue	Advertising
Service Revenue	Office Supplies
Other Income	Software Subscriptions
—	Professional Services
—	Rent
—	Utilities
—	Payroll

## SIGNS YOUR BOOKS MAY NEED ATTENTION

- You are unsure of your current cash balance
- Financial reports seem inconsistent
- You struggle to find receipts
- You feel behind every month
- Tax season causes stress

## WHEN TO CONSIDER PROFESSIONAL HELP

- You are several months behind on bookkeeping
- Account reconciliations are confusing
- Financial reports do not make sense
- Tax preparation feels overwhelming
- You want clearer financial visibility

## NEXT STEPS

- Start Week 1 today by organizing financial documents
- Schedule time for the remaining cleanup weeks
- Set up your monthly bookkeeping routine
- Consider a professional bookkeeping review if needed



### YOUR FREE BOOKKEEPING REVIEW

OakPath offers a free 30-minute Financial Review to help you assess your current bookkeeping system. During this session, we will:

- Review your current bookkeeping setup
- Identify any risk or compliance concerns
- Highlight opportunities for improvement
- Answer your questions — no preparation required

#### Schedule Your Free Bookkeeping Review

[www.oakpathbookkeeping.com](http://www.oakpathbookkeeping.com) | (360) 215-1099

### SECURITY & CONFIDENTIALITY

Professional bookkeepers use secure, encrypted systems to protect financial information. Your records remain private, controlled, and accessible only to authorized users.

*Trust begins with security.*

### ABOUT OAKPATH BOOKKEEPING SERVICES

OakPath Bookkeeping Services helps small businesses and nonprofits build calm, reliable financial systems. Our focus is on accuracy, organization, and helping business owners understand their financial picture with confidence. Founded by Marie Osborne, a Certified QuickBooks Online ProAdvisor with 40+ years of leadership experience including 17 years overseeing multimillion-dollar nonprofit and county budgets, OakPath brings deep expertise and genuine care to every client relationship.

We serve clients locally in Jefferson County and throughout Washington State through secure, cloud-based bookkeeping services that are organized, accessible, and always reliable.

Value	What It Means for You
Trust	Your financial records are handled with care, discretion, and complete integrity
Accuracy	Precise, up-to-date records that support confident decisions and clean tax filings
Partnership	Supportive bookkeeping so you are never facing your finances alone