

Financial Responsibility Checklist

- ✓ Bank Accounts – can any be consolidated/closed to save on banking fees and simplify the accounting function?
- ✓ Accounts Receivable – review outstanding accounts receivable for more timely collection.
- ✓ Inventory – take periodic inventory counts to ensure proper valuation on the balance sheet and to write-off obsolete items. Donations of obsolete product?
- ✓ Accounts Payable – review aging to ensure no bills are past due. Review payment policies to take advantage of early payment discounts (if available). Make sure you are using accounting system properly to help track bills.
- ✓ Notes Due to/from Shareholders – interest must be calculated on outstanding balances. Prepare amortization schedules to accrue interest.
- ✓ Sales – are your sales broken down appropriately on your financials? Can your patient management system synchronize with your accounting system to save time?
- ✓ Cost of Goods Sold – are your COGS broken down appropriately on your financials?
- ✓ Payroll – review your compensation plans (salary, commissions, health insurance and retirement). Reasonable salary for owners? Third party payroll provider to eliminate risk of late filing penalties or borrowing from employee withholding funds.
- ✓ Credit Card Processing Fees – determine what rates you are being charged. Any less expensive alternatives? Actual card swiping versus keying in costs.
- ✓ Insurance – conduct regular checkups with your insurance agent to ensure proper insurance coverage and lowest insurance costs.
- ✓ Office Expense – review for equipment purchases > \$500 that should be capitalized and depreciated
- ✓ Telecommunications – minimize extra phone lines. Vendor bundling for costs savings and simplified accounting?
- ✓ Employee Responsibilities – review responsibilities for proper assignment. Maximize supervision where theft can occur.
- ✓ Plan in place in case of incapacitation/death? Will in place? Get spouse involved in business?

- ✓ **Make sure you are receiving timely and accurate financial statements. Also, make sure you set time aside to analyze your financial statements and conduct proper Management Accounting procedures.**