



Entrepreneur Startup Checklist

Managing your finances and establishing systems to keep documents organized are both important for an effective and efficient business. Use this checklist to make sure you have all of the documentation, systems and procedures in place to manage your business finances.

- Yes, I have **starting capital** to fund my business startup expenses.
- Yes, I have researched **licensing and certification requirements for my state** and have obtained the required documents.
- Yes, I have researched my **business insurance needs** and have obtained the required coverage. Some businesses are more at risk than others, so you may not necessarily need this.
- Yes, I have opened a **separate business checking account**. Before doing that, the following should be in place:
 - Yes, I have created my articles of organization (corporation or partnership) or DBA license (sole proprietor) – often required for a business checking account.
 - Yes, I have registered my business in accordance with the rules of my state – often required for a business checking account.
- Yes, I have a **separate business credit card and/or debit card** to use for business purchases ONLY.
- Yes, I have a **monthly budget** and review it regularly.
- Yes, I have an **emergency savings account** in place and am **contributing** to it regularly from my business earnings.
- Yes, I have **SMART revenue goals** written and saved for regular review.
- Yes, I have a system to save for and pay my **quarterly business taxes**.
- Yes, I have a **scheduled time each month** to **review** my finances and **plan** for my business future.
- Yes, I have a **billing/invoicing system** in place.
- Yes, I have a **payment system** in place to account for all my expenses in a timely manner.
- Yes, I have an **accounting system** in place so I can predict cash flow, manage expenses, and make informed decisions about my business. **I can't grow what I can't measure.**