

How to use: go through each section and check every box that applies. Tally your score at the end. Any unchecked box is a documented operational gap.

Cash vs Profit

- 1 ☐ Did you compare net profit to actual cash balance change this month?
- 2 ☐ Can you explain any gap between reported profit and bank balance movement?
- 3 ☐ Did you check accounts receivable aging before calling this month profitable?
- 4 ☐ Did you confirm growth in sales hasn't outpaced your cash conversion cycle?
- 5 ☐ Did you review cash inflow and outflow timing separately from profit totals?

Bookkeeping Cadence

- 6 ☐ Did you close and review the books this month instead of deferring to quarter-end?
- 7 ☐ Did you enter every transaction within the same month it occurred?
- 8 ☐ Did you reconcile all accounts before generating this month's reports?
- 9 ☐ Is your bookkeeping current enough to support a same-day financial decision?
- 10 ☐ Did you avoid batching several months of receipts into one sitting?

Bank Reconciliation

- 11 ☐ Did you match your bank statement balance to your book balance line by line?
- 12 ☐ Did you investigate every discrepancy over a dollar threshold you set?
- 13 ☐ Did you confirm outstanding checks and deposits cleared as expected?
- 14 ☐ Did you verify no manual entry created a gap between book and bank totals?
- 15 ☐ Did you check for any unexplained variance between checkbook and bank record?

Records And Accounts

- 16 ☐ Does every dollar in have a recorded source instead of a check written to yourself?
- 17 ☐ Are all receipts logged in the system instead of stored in a physical pile?
- 18 ☐ Was your chart of accounts built to separate categories an owner actually needs?
- 19 ☐ Can you pull a report by category without manually reclassifying entries first?
- 20 ☐ Did you avoid treating your bookkeeping software like a household checkbook?

Operational Line Items

- 21 ☐ Did you review each expense line for unexplained increases month over month?
- 22 ☐ Did you name the specific line item eroding margin, not just that one exists?
- 23 ☐ Did you audit recurring subscriptions and vendor charges for creep this month?
- 24 ☐ Did you check whether any family or friend hire lacks a documented cost justification?
- 25 ☐ Did you confirm this month's profit figure against a documented cash outflow log?

SCORING GUIDE

Score	Level	What it means
0 to 11	CRITICAL	Structural failures are actively destroying margin
12 to 19	MODERATE	Gaps in two or three areas that need immediate attention
20 to 25	STRONG	Systems are solid, focus on optimization

Book a free data audit at modonix.com/service. We identify your top 3 margin leaks in one session. Written by Ahmed Abuswa, Modonix.com