



# BOOKKEEPING ACCURACY

A Workbook to Help  
Build a Foundation for  
Smarter Decisions

PGL3 Services LLC

Streamlined Finances. Strategic Growth.

# Bookkeeping Accuracy Workbook

## - Build a Foundation for Smarter Decisions -

This workbook will help you:

- ① Dig deeper into your current situation
  - ② Identify problems
  - ③ Follow an action plan to accuracy
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### SECTION 1 — Dig Into Your Current System

**Q1:** How do you currently track your income and expenses?

- ☐ Spreadsheet
- ☐ Manual notebooks
- ☐ Accounting software (e.g., QuickBooks)
- ☐ Outsourced professional

**Q2:** When was the last time you reconciled your accounts?

- ☐ This month
- ☐ Last quarter
- ☐ Can't remember

**Q3:** Do you review financial reports monthly?

- ☐ Yes, consistently
  - ☐ Sometimes
  - ☐ Never
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## SECTION 2 — Identify the Red Flags

### Common Problems:

- ☐ Unmatched bank transactions
- ☐ Missing receipts
- ☐ No separation between personal and business accounts
- ☐ Delayed invoice tracking
- ☐ No backup or cloud access

### Reflection:

- What issues are showing up in your current process? (check all that apply)
- How have these affected your decision-making, taxes, or growth?

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## SECTION 3 — Action Plan to Accuracy

### STEP 1: Set Up a Solid System

- ☐ Choose accounting software that suits your business size (e.g., QuickBooks)
- ☐ Create separate bank accounts for business
- ☐ Use a receipt-capturing app like Expensify or Dext

## STEP 2: Reconcile Monthly

- ☐ Match your bank statements to your books
- ☐ Flag any unexplained transactions
- ☐ Review profit/loss and cash flow statements

💡 **Example:** You can save hundreds or even thousands of dollars per year by catching recurring software charges that have not been authorized.

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## STEP 3: Hire Help Where Needed

- ☐ Bring in a bookkeeper if you're spending more than 3 hours/week on books
  - ☐ Consult an accountant quarterly for tax-saving insights
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## STEP 4: Create a Review Habit

→ Block 1 hour at month-end to review:

- Net profit
  - Outstanding invoices
  - Tax liabilities
  - Expenses trends
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## STEP 5: Set Growth Goals

- Use accurate numbers to forecast revenue: \_\_\_\_\_
  - Identify expense categories to trim: \_\_\_\_\_
  - Plan big purchases with tax strategy in mind: \_\_\_\_\_
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## SECTION 4 — Notes & Next Steps

What are 3 things you'll fix in your books this month?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Who do you need to talk to for support?

- ☐ Tax professional: \_\_\_\_\_
- ☐ Bookkeeper: \_\_\_\_\_
- ☐ Business coach: \_\_\_\_\_
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## SECTION 5 - Special Offer

At PGL3, with 20+ years of experience, we make bookkeeping and financial growth easy, efficient, and stress-free!

✦ Contact us today to book an appointment! **Your first 30-minute consultation is FREE!**

☎ (888) 980-7453

📱 (954) 310-7942 (WhatsApp)

✉ [contact@pgl3services.com](mailto:contact@pgl3services.com)

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