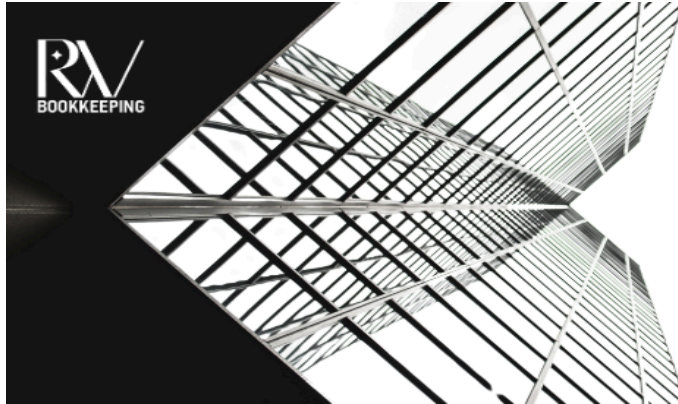




Stress Less, Profit More.

Rea Winton - RW Bookkeeping

Financial Clarity Companion

A supportive, fillable workbook and checklist designed to deepen your understanding and application of the 7 essential financial reports.

Welcome & How to Use This Checklist

This checklist is your space to reflect, review, and reconnect with your numbers. Each section includes gentle check-ins and action steps to help you understand what your financial reports are telling you. Move through it at your own pace. There's no rush, no pressure—just clarity, awareness, and support.

Use this workbook monthly, quarterly, or anytime you want to feel more grounded in your business finances.

Monthly Financial Review Checklist

Financial Report	Key Focus Area	Completed
 Profit & Loss Statement	Review revenue streams, total expenses, and profit margins. Are your spending levels aligned with your goals?	☐
 Balance Sheet	Check business assets against current liabilities to verify long-term stability and equity growth	☐
 Cash Flow Statement	Review revenue streams, total expenses, and net profit margins. Are your spending levels aligned with your goals?	☐

 Accounts Receivable Aging	Identify outstanding invoices, follow up on past-due payments, and check client payment patterns	☐
 Accounts Payable Aging	Review current and past-due vendor bills to maintain strong relationships and avoid unnecessary late fees.	☐
 Sales & Revenue Reports	Pinpoint your top-performing offers and identify underperforming areas or revenue trends	☐
 Budget vs. Actuals	Compare projected targets against actual results to catch variances early and adjust your strategy	☐

Monthly Reflection & Next Steps

- What felt most clear or encouraging about my numbers this month?
- Where did I notice unexpected expenses or cash flow friction?
- What is one supportive adjustment I want to make in my business next month?

Support & Next Steps

If you've reviewed your checklist and realized your books need a cleanup, catchup, or ongoing monthly support, you don't have to navigate it alone. RW Bookkeeping specializes in building calm, organized, and aligned financial systems so you can lead your business with confidence.

Ready for a fresh start? [Schedule your free consultation](#) to talk about your goals and discover how we can support your business growth.