R.E.Q.M. LLC
BOUTIQUE ACCOUNTING & ADVISORY

SUPERVISED BY RONIN
CHIEF AVOIDANCE OFFICER

R.E.Q.M. LLC · A FREE RESOURCE FROM THE MARGIN

The Messy Books Rescue Checklist

For the QuickBooks file you've been dreading.

Messy books are almost never a discipline problem — they're a bandwidth problem. Run this 10-minute triage to see how far behind you really are, exactly what to gather, and the order a real cleanup happens in. No judgment. No lecture. Just a clear place to start.

1 Is it actually messy? 2-MINUTE DIAGNOSTIC

- [ ] Every bank & credit-card account is **reconciled** through last month
- [ ] No pile of **"Uncategorized"** or "Ask My Accountant" transactions
- [ ] You know your **cash position** right now without logging in
- [ ] **Sales tax** is filed and current
- [ ] Book balances **match** the real statement balances
- [ ] Last year's **tax return** ties to the books
- [ ] A **P&L** has been run in the last 30 days
- [ ] **Personal** and business expenses are cleanly separated

> *Count the boxes you couldn't check — that's your mess score. Three or more? A cleanup will pay for itself.*

2 Gather this before you start THE CLEANUP TOOLKIT

- [ ] 12+ months of **bank & credit-card statements**
- [ ] **Payroll** reports (if you have employees)
- [ ] Prior-year **tax return**
- [ ] **Read-only login** to your accounting software
- [ ] **Loan / line-of-credit** statements
- [ ] **Sales-tax** filings & login
- [ ] **POS / merchant** reports (restaurants & retail)
- [ ] A shortlist of **vendors paid $600+** (for 1099s)

EMAIL info@reqmllc.com
PHONE 520.354.8883
WEB reqmllc.com

We Speak Fluent Numbers...

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3 The rescue sequence DO IT IN THIS ORDER

1. **Reconcile every account** to its statements, month by month, until the balances agree.
2. **Clear the uncategorized pile** — investigate, don't guess. Every transaction gets a real home.
3. **Rebuild the chart of accounts** around how your business actually operates.
4. **Separate owner draws & personal** spending from true business expense.
5. **Tie out sales tax & payroll** to what was actually filed and paid.
6. **Fix opening balances** so this year starts from the truth, not a guess.
7. **Produce clean financials** — a P&L and balance sheet you can hand to a lender.
8. **Lock the period** so the cleaned-up months can't drift again.

4 Keep it clean SO YOU NEVER NEED THIS AGAIN

WEEKLY
Categorize new transactions; snap & file receipts.

MONTHLY
Reconcile every account; read the P&L with context.

QUARTERLY
File sales tax; check estimated taxes; review margins.

ANNUALLY
Issue 1099s; close the year; hand off clean books at tax time.

5 When to wave the white flag

> You're more than a few months behind — or you're not sure how far. You need financials **fast** for a loan, investor, or landlord. You dread opening the software. Or you've tried to fix it twice and it keeps drifting.
>
> Any one of those is the moment to bring in help — and it's exactly what we do. Judgment-free cleanup, correctly classified, with financials that finally tell the truth.

BEGIN THE CONVERSATION

Hand Ronin the file you've been avoiding.

A calm first conversation — no pressure, no pitch, no judgment about how far behind things got. Just a clear next step.

Book your free fit call → **calendly.com/greer-reqmllc/30min**