# Tax Ready Bookkeeping

## Compliance Dashboard Template

**Tax Ready Bookkeeping** | projectbits.com/taxready

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### Dashboard Overview

This template provides a framework for creating a compliance monitoring dashboard that tracks key Tax Ready metrics.

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### Section 1: Reconciliation Status

#### Bank Accounts

| Account | Last Reconciled | Days Since | Status |
|---|---|---|---|
| Primary Checking | | | Green/Yellow/Red |
| Payroll Checking | | | Green/Yellow/Red |
| Savings | | | Green/Yellow/Red |

**Threshold:** Green (<20 days), Yellow (20-30 days), Red (>30 days)

#### Credit Cards

| Account | Last Reconciled | Days Since | Status |
|---|---|---|---|
| Business Credit Card | | | Green/Yellow/Red |
| Corporate Amex | | | Green/Yellow/Red |

**Threshold:** Green (<10 days), Yellow (10-15 days), Red (>15 days)

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### Section 2: Documentation Compliance

#### Receipt Attachment Rate

| Metric | Current | Target | Status |
|---|---|---|---|
| Expenses >$75 with receipts | % | 95% | |
| Expenses >$1,000 with receipts | % | 100% | |

### Business Purpose Documentation

| Metric | Current | Target | Status |
|---|---|---|---|
| Material expenses with purpose | % | 95% | |
| Meal expenses with attendees | % | 100% | |

### Documentation Aging

| Days Outstanding | Count | Amount |
|---|---|---|
| 0-3 days | | $ |
| 4-10 days | | $ |
| 11-30 days (Urgent) | | $ |
| >30 days (Critical) | | $ |

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## Section 3: Vendor Compliance

### W-9 Status

| Metric | Count | % | Target |
|---|---|---|---|
| Total Active Vendors | | 100% | |
| W-9 On File | | % | 100% |
| W-9 Missing | | % | 0% |
| Pending W-9 Request | | | |

### 1099 Tracking

| Metric | Count | Amount |
|---|---|---|
| Vendors requiring 1099 | | $ |
| 1099 tracking enabled | | $ |
| Tracking NOT enabled | | $ |

### Vendors Approaching $600 Threshold

| Vendor | YTD Payments | W-9 Status |
|---|---|---|
| | $ | |

| Vendor | YTD Payments | W-9 Status |
|---|---|---|
| | $ | |
| | $ | |

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## Section 4: Suspense Accounts

### Current Balances

| Account | Balance | # Items | Oldest Item |
|---|---|---|---|
| Ask My Accountant | $ | | |
| Uncategorized Income | $ | | |
| Uncategorized Expense | $ | | |
| Other Suspense | $ | | |
| **Total** | $ | | |

**Target:** All suspense accounts = $0

### Aging of Suspense Items

| Age | Items | Amount | Action Required |
|---|---|---|---|
| 0-7 days | | $ | Categorize |
| 8-14 days | | $ | Escalate |
| 15-30 days | | $ | Urgent |
| >30 days | | $ | Critical |

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## Section 5: Approval Queue

### Pending Approvals

| Type | Count | Amount | Oldest |
|---|---|---|---|
| Under $500 (Auto) | | $ | |
| $500-$2,500 (Manager) | | $ | |
| >$2,500 (Owner) | | $ | |

### Approval Aging

| Days Pending | Count | Amount |
|---|---|---|
| 0-3 days | | $ |
| 4-7 days | | $ |

| Days Pending | Count | Amount |
|---|---|---|
| >7 days (Overdue) | | $ |

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## Section 6: Month-End Close Status

### Current Month Progress

| Task | Status | Due Date |
|---|---|---|
| Bank reconciliation | Not Started/In Progress/Complete | |
| Credit card reconciliation | Not Started/In Progress/Complete | |
| AR review | Not Started/In Progress/Complete | |
| AP review | Not Started/In Progress/Complete | |
| Suspense cleared | Not Started/In Progress/Complete | |
| Reports generated | Not Started/In Progress/Complete | |

**Close Target Date:** ___

**Days to Close:** ___

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## Section 7: Tax Compliance

### Upcoming Deadlines

| Deadline | Type | Status |
|---|---|---|
| | Payroll Tax | |
| | Sales Tax | |
| | Estimated Tax | |
| | Filing | |

### Filing Status

| Filing | Period | Due Date | Status |
|---|---|---|---|
| Form 941 | | | Filed/Pending/Overdue |
| Sales Tax | | | Filed/Pending/Overdue |
| State Withholding | | | Filed/Pending/Overdue |

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## Section 8: Alert Summary

### Critical Alerts (Action Required)

| Alert | Details | Age |
|---|---|---|
| | | days |
| | | days |
| | | days |

### Warning Alerts (Attention Needed)

| Alert | Details | Age |
|---|---|---|
| | | days |
| | | days |
| | | days |

### Informational

| Alert | Details |
|---|---|
| | |
| | |

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## Section 9: Trend Metrics

### Month-Over-Month Comparison

| Metric | This Month | Last Month | Trend |
|---|---|---|---|
| Documentation rate | % | % | Up/Down |
| Avg reconciliation days | | | Up/Down |
| Suspense balance | $ | $ | Up/Down |
| Approval queue time | days | days | Up/Down |

### Quarter-Over-Quarter

| Metric | This Quarter | Last Quarter | Trend |
|---|---|---|---|
| Documentation rate | % | % | |
| W-9 compliance | % | % | |
| Month-end close (days) | | | |

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## Dashboard Configuration

### Color Coding

| Color | Meaning | Action |
|---|---|---|
| Green | On track | Monitor |
| Yellow | Warning | Attention needed |
| Red | Critical | Immediate action |

### Refresh Schedule

| Section | Frequency |
|---|---|
| Reconciliation status | Daily |
| Documentation compliance | Daily |
| Vendor compliance | Weekly |
| Suspense accounts | Daily |
| Approval queue | Real-time |
| Month-end close | Daily during close |
| Tax compliance | Weekly |

### Alert Thresholds

| Metric | Yellow Threshold | Red Threshold |
|---|---|---|
| Reconciliation age | 20 days | 30 days |
| Documentation age | 10 days | 30 days |
| Suspense balance | >$500 | >$2,000 |
| Approval pending | 5 days | 10 days |

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## Implementation Notes

### Data Sources

- QBO reports (Balance Sheet, P&L, transaction detail)
- Custom fields (W-9 status, documentation flags)
- External tracking (spreadsheets, forms)

### Tool Options

- Google Sheets dashboard
- Excel with data connections
- QBO Reports + Scheduled emails
- Business intelligence tools (Power BI, Tableau)
- Custom dashboard application

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*For more resources: projectbits.com/taxready/ch6*

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