

Tax Ready Scorecard

Self-Assessment for Business Financial Health

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Instructions

Rate your business on each item below from 1-5: - **1** = Not in place / Major gaps - **3** = Partially implemented / Some gaps - **5** = Fully implemented / Audit-ready

Section 1: Documentation & Records (25 points possible)

Item	Score (1-5)
All expenses have receipts/invoices attached	_____
Bank statements reconciled monthly	_____
Credit card statements reconciled monthly	_____
Vendor W-9s on file for all contractors	_____
Employee records complete and organized	_____

Section 1 Total: _____ / 25

Section 2: Expense Policy Compliance (25 points possible)

Item	Score (1-5)
Written expense policy exists	_____
Approval thresholds defined and followed	_____
Business vs. personal expenses clearly separated	_____
Travel & entertainment policies documented	_____
Credit card usage policies enforced	_____

Section 2 Total: _____ / 25

Section 3: Internal Controls (25 points possible)

Item	Score (1-5)
Segregation of duties (different people approve/pay)	_____
Regular financial review by owner/management	_____
Bank account access limited appropriately	_____

Item	Score (1-5)
Vendor master file changes require approval	_____
Unusual transactions flagged for review	_____

Section 3 Total: _____ / **25**

Section 4: Tax Readiness (25 points possible)

Item	Score (1-5)
Chart of accounts matches tax categories	_____
Depreciation schedules maintained	_____
Quarterly estimated taxes calculated/paid	_____
1099s issued to all applicable vendors	_____
Year-end close completed within 30 days	_____

Section 4 Total: _____ / **25**

Your Total Score: _____ / **100**

Score Interpretation

Score	Status	Recommendation
80-100	Tax Ready	Excellent! Minor tune-ups only
60-79	Getting There	Focus on lowest-scoring areas
40-59	Needs Work	Consider professional assessment
Below 40	At Risk	Immediate attention needed

Next Steps

1. **Score 80+:** Download our Policy-to-Rule Cheat Sheet for optimization tips
 2. **Score 60-79:** Request a free QuickBooks assessment
 3. **Score below 60:** Schedule a consultation at calendly.com/donlovet
- _____

Ready to become Tax Ready?

Contact ProjectBits Consulting: - Phone: 703-434-1660 - Email: don@projectbits.com - Web: projectbits.com/taxready