

## Small Business Checklist

Satisfactory
  Requires Future Attention
  Requires Immediate Attention

AREA OF FOCUS	S	FA	IA	N/A
<b>Company Mission, Values, and Goals</b>				
Clarity on Past, Present, and Future of Business				
Overall Vision for the Company				
Short-Term Goals				
Long-Term Goals				
Support Systems to Achieve Goals				
<b>Leadership</b>				
Decision-Making Ability and Authority				
Assertiveness of Owner				
Boundaries and Respect				
Follow Through with Professional Consultants				
Accountability for Actions or Inactions				
Communication with Staff				
Communication with Contractors and Vendors				
Communication with Customers				
<b>Organizational Chart and Staff</b>				
Defined Roles and Responsibilities				
Accountability to Superior				
General Communication				
Knowledge Skills Abilities for Position				
Genuine Fit				
Punctuality				
Maintains Personal Organization				
Needs and Concerns Addressed				
Gossip and Negativity				
Personal Life Interference				
Manages Issues as they Arise				
Conflict Resolution Ability				
<b>Contractors</b>				
Official Agreements and Contracts Up to Date				
Non-Disclosure and/or Non-Compete				
Invoices and Payments Current				
<b>Vendors</b>				
Current List with Correct Contact Information				
Invoices and Payments Current				
Catalogue with Up to Date Pricing				

## Small Business Checklist

AREA OF FOCUS	S	FA	IA	N/A
<b>Office Space and Environment</b>				
General Flow and Ease of Maneuverability				
Exits Free and Clear of Clutter				
Individual Desks Clean and Organized				
Ergonomics of Workspace				
Office Cleaning and Trash Maintained				
Deliveries Managed				
Closet Space Organized				
Office Supplies Labeled and Accessible				
<b>Company's Business Filings</b>				
Documentation of Type of Company and Original Filing				
Documentation of Current Occupational License				
Federal EIN Number on File				
Sales Tax ID Number				
Annual Report Status				
Personal Property with Parish/County Assessor's Office				
Professional Licenses				
Professional Certifications				
Continuing Education of Certifications				
Better Business Bureau				
Federal and State Taxes (records, 1099s, quarterly payments, 941s)				
<b>File Cabinets and Chart System</b>				
Current Files Readily Available				
Alphabetic System				
Vendor Section				
Human Resource Section				
Financial Section				
Legal Section				
Accounts Receivable and Payable				
Current Customer/Client List				
Old Storage and Archived Files				
<b>Computers and Technology</b>				
Nightly Back-up of Systems				
IT Support				
Antiviral / Spam Software Subscription				
Fax/Printer/Scanner Functionality				
Office Phone System				
Internet Service				
Cell Phone System				
Apps/iTunes Subscriptions				

## Small Business Checklist

AREA OF FOCUS	S	FA	IA	N/A
<b>Products and Services</b>				
Current List of Products and Services				
Pricing Sheet				
Availability				
Networking with Reps				
Brochures or Pamphlets				
Marketing and Advertising				
General Sales				
<b>Customers / Clients</b>				
Prospect Generation and Contact Info				
Point of Sale or Contract				
Payment Received				
Ongoing Communication and Retention				
Customer Satisfaction or Complaints				
<b>Administrative Duties</b>				
Mail Sorting and Opening				
Task To-Do List				
Email Communication				
Answering Machine Messages				
Maintaining Standard Operating Procedures				
Following Safety Protocols				
Following Regulatory Board Policies				
Paperwork Management (trash, action, file, shred)				
Shredding System				
<b>General Financial</b>				
Bookkeeping System or Service				
Accountant / Tax Attorney				
Monthly Budget				
Assets and Liabilities List				
Weekly Cash Flow Projection Spreadsheet				
Bill Pay System				
Payroll for Employer/Employee				
Owner Draws				
Account Reconciliation				
Debt Pay-Off Plan				
General Liability Insurance				
Workers Comp Insurance				
Professional Liability Insurance				
Dishonesty Bond Insurance				



