ExecWing

Bookkeeping Handoff Checklist

What to share with a new bookkeeper so the first close goes smoothly.

Scope and boundaries

ExecWing bookkeepers prepare books for you and your CPA. We do not provide tax preparation, tax filing, tax advice, audit/attest or CPA services.

- ☐ Agree scope: categorization, reconciliations, AR, AP prep, payroll support, close
- ☐ Name your CPA contact and year-end deliverables
- ☐ Set the monthly close deadline

Access (least privilege)

- ☐ Accountant or standard user in QuickBooks Online or Xero, not primary admin
- ☐ Bank feeds connected inside the accounting system; no online-banking credentials shared
- ☐ Bill-pay and payroll tools: preparer role; you approve and release payments
- ☐ Receipt capture tool access
- ☐ MFA enabled on all of the above

Documents to share

- ☐ Chart of accounts and any class/location rules
- ☐ Prior-year financial statements and CPA adjusting entries
- ☐ Open AR and AP lists
- ☐ Loan, lease and recurring-expense schedules
- ☐ Statements for any accounts not on bank feeds
- ☐ Sales-tax and payroll filing calendar (filings remain with your provider or CPA)

Controls

- ☐ Separation of duties documented
- ☐ Vendor bank-detail changes verified by phone to a known contact
- ☐ Monthly review of unusual transactions
- ☐ Close checklist signed off each month

Month-end close outline

- Reconcile all bank and credit card accounts.
- Review uncategorized and suspense items.
- Post recurring and approved adjusting entries.
- Review AR/AP aging.
- Deliver P&L, balance sheet and notes for owner and CPA review.

General information only; not legal, tax or compliance advice. Terms of any engagement are set by your Master Services Agreement and related addenda.