

Biggest Mistakes Made In Small Business Bookkeeping Practices

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Over the course of twenty years, tracking client needs through our unique business assessment process, The Business Resource has surveyed hundreds of small business owners regarding their business's strengths, weaknesses opportunities and threats. This list of the 'biggest bookkeeping practices mistakes' has been carefully assembled and ranked according to the most frequently experienced challenges.

Biggest Mistakes

1. Treating the bookkeeper as a financial adviser or putting them on a pedestal
2. Expecting the bookkeeper to be your financial protector – abdicating responsibilities instead of delegating tasks
3. Unclear financial team role definition or failing to establish the proper financial team and regular communication; financial planner, insurance broker/agent, CPA.
4. Unclear financial goals
5. Not using financial facts or reports to make decisions by
6. Using less qualified help
7. Not reconciling monthly
8. Blaming poor financial results on character flaws of the person keeping the books
9. Not reviewing financial reports regularly
10. Not instituting or following clear financial policies and procedures
11. No check and balance procedures in place to catch errors before they negatively impact the business
12. Expecting a bookkeeper to also be a receptionist and administrative support person
13. Using less productive bookkeeping practices as cover, becoming a victim of circumstances
14. Failing to educate customers properly about company financial policies, and their benefit
15. Not locating a bookkeeper's work space in a quiet area of the office
16. Now that you know the biggest mistakes made in small business bookkeeping practices, what is your new goal, new action plan?