10 QUESTIONS + A YEAR-END ORGANIZATION CHECKLIST

The Owner's Financial Clarity Guide

A practical way to see the whole picture, make missing evidence visible, and prepare a more useful professional handoff.

01

Set the scope

Name the entities, accounts, properties, obligations, and period.

02

Mark the gaps

For every answer, note the source, period, unknown, and next action.

03

Hand off well

Share an organized package and retain evidence of completion events.

WORKING RULE

Do not fill a gap with an assumption. Mark it, name the source that could resolve it, and assign the next move.

USE IT AS AN ORGANIZATIONAL AID

This guide does not determine completeness, readiness, or the right decision. It is not individualized accounting, tax, legal, financial, or investment advice. Adapt it with qualified professionals who understand your circumstances.

One practical insight each week for clearer owner decisions.

STEP 1

Build the picture before drawing conclusions

Coverage comes first: entity, account or record set, period, access, and owner.

FICTIONAL EXAMPLE - INVENTED DATA

Jordan + Casey Rowan
owner household

Northwind Studio LLC

- Operating checking - Nov 30
- Business card - Nov 18
- Books - Sep close

Pine Ridge Holdings LLC

- Property checking - Oct 31
- Mortgage - Nov 30

Household

- Joint checking - Nov 30
- Brokerage - Q3

The sample is fictional and is not a model, recommendation, or client example. Its visible gap is useful: Northwind's books stop in September while later bank activity exists.

YOUR ENTITY-ACCOUNT INVENTORY

ENTITY / AREA	ACCOUNT / RECORD	INSTITUTION / CUSTODIAN	LATEST PERIOD	ACCESS / NEXT OWNER

SCOPE NOTE

Decision or purpose: ________________________ Period through: _________________

QUESTIONS 1-2

Make the evidence trail visible

For each question: source, period, unknown, and next action. Blank space is better than an unsupported answer.

1 Which entities and accounts belong in the picture?

List the businesses, holding entities, properties, household areas, accounts, loans, and obligations relevant to the decision.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

2 How current are the records for each entity and account?

Compare statement and close dates. Note partial periods, unreconciled accounts, pending entries, and records held elsewhere.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

QUESTIONS 3-5

Make the evidence trail visible

For each question: source, period, unknown, and next action. Blank space is better than an unsupported answer.

3 Where is cash held, and who can access or direct it?

Identify the account, legal owner, purpose, access holder, and statement date. Separate cash from restricted balances and unused credit.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

4 How does cash movement differ from profit for the period?

Name the source and period for each figure. Flag loans, contributions, distributions, capital purchases, receivable timing, and other differences.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

5 What commitments are approaching?

List payments, payroll, debt service, insurance, filings, renewals, distributions, planned purchases, and family obligations. Confirm dates and amounts.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

QUESTIONS 6-8

Make the evidence trail visible

For each question: source, period, unknown, and next action. Blank space is better than an unsupported answer.

6 Which transfers or distributions need explanation?

Trace both sides, the business purpose, supporting evidence, and the professional who should confirm the treatment.

SOURCE(S)	PERIOD / DATE
UNKNOWN / GAP	NEXT ACTION + OWNER / DUE

7 What changed in the business or family circumstances?

Capture ownership, staffing, compensation, property, financing, insurance, residency, dependents, estate documents, and other material changes.

SOURCE(S)	PERIOD / DATE
UNKNOWN / GAP	NEXT ACTION + OWNER / DUE

8 Which statements or explanations are missing?

Name missing months, unopened accounts, unclear transactions, lapsed access, and records held by someone else. Give every gap an owner and due date.

SOURCE(S)	PERIOD / DATE
UNKNOWN / GAP	NEXT ACTION + OWNER / DUE

QUESTIONS 9-10

Turn a visible gap into an owned next move

A handoff needs an owner. A decision needs enough evidence for the next checkpoint.

9 Who owns the next handoff?

Specify who assembles, reviews, receives, confirms, and follows up - plus the secure delivery method and expected date.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

10 Which decision still lacks sufficient evidence?

State the decision in one sentence. Separate verified facts from assumptions and name the evidence needed for the next checkpoint.

SOURCE(S)

PERIOD / DATE

UNKNOWN / GAP

NEXT ACTION + OWNER / DUE

DECISION EVIDENCE SNAPSHOT

DECISION	EVIDENCE AVAILABLE	MISSING / JUDGMENT NEEDED	NEXT CHECKPOINT

COVERAGE CHECKLIST

Organize for the handoff - not for a false finish line

Use the same entity and period labels throughout. Adapt this checklist with the professionals who advise you.

1. Set scope and responsibility

- [ ] List every entity, household area, account, property, loan, and platform in scope.
- [ ] Choose the period or year and use it consistently.
- [ ] Assign an owner for each record set and missing item.
- [ ] Confirm secure access before urgency builds.

2. Gather records by entity and period

- [ ] Bank, credit card, merchant, payroll, and loan statements.
- [ ] Bookkeeping reports and latest reconciled or closed period.
- [ ] Brokerage, retirement, investment, and custodial statements.
- [ ] Property, mortgage, insurance, and major transaction records.
- [ ] Contracts, invoices, receivables, payables, and material commitments.

3. Find and label the gaps

- [ ] Check for missing months, duplicates, partial downloads, and unreadable scans.
- [ ] Match transfers across both accounts and note purpose.
- [ ] Identify contributions, distributions, loans, reimbursements, and one-time items.
- [ ] Separate verified records, estimates, assumptions, and unresolved questions.

4. Prepare the professional handoff

- [ ] Organize by entity and period with clear filenames.
- [ ] Include a short change summary and prioritized questions.
- [ ] Name known unknowns instead of burying them.
- [ ] Use the professional's approved secure delivery method.
- [ ] Record what was shared, with whom, when, and why.

5. Retain completion evidence

- [ ] Save delivery and advisor receipt confirmations.
- [ ] Retain filing, extension, acceptance, and rejection notices when relevant.
- [ ] Retain payment confirmations and reference numbers when relevant.
- [ ] Record follow-up dates and unresolved items.
- [ ] Store the final version and evidence where the right people can retrieve it.

YOUR COVERAGE NOTE

The most important missing period, explanation, or confirmation is:

CLOSE THE LOOP

Make the handoff traceable

Record what moved, who received it, what remains open, and where completion evidence lives.

HANDOFF SUMMARY

ADVISOR / FIRM

TOPIC / PURPOSE

ENTITY / HOUSEHOLD AREA + PERIOD

PREPARED BY + DATE SHARED

SECURE DELIVERY METHOD

CONFIRMATION EXPECTED BY

PACKAGE CONTENTS

OPEN QUESTIONS + KNOWN UNKNOWNS

QUESTION / GAP	WHY IT MATTERS	OWNER	NEXT DATE	STATUS

COMPLETION RECEIPT LOG

ITEM / SUBMISSION	ENTITY + PERIOD	DATE SENT / FILED / PAID	CONFIRMATION / REFERENCE	STORED WHERE / NEXT CHECK

IMPORTANT DISTINCTION A delivery receipt, filing acknowledgement, or payment confirmation is evidence of that event. It is not proof that the underlying records were complete, every position was agreed, or no further work is required.

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