

Healthy Business Checklist

Legal Maintenance:

If already incorporated:

- Have you completed your Annual Filings with the State?
- Have you completed your Annual Report? LLC is \$500; Corporation is \$100 online.
- Per Corporate Transparency Act (CTA), have you reported any Changes in Ownership?
- Do you have template contracts for your business operations?

Commercial Lease:

- Is your lease in writing and signed by both parties?
- Have you tailored your lease to your specific needs?
- Can you seek a remedy if the landlord does something wrong?
- Do you understand everything in your lease?

Licensing and Permitting:

- What permits do you currently hold for your business? Do they cover all of the operations of your business?

Employment:

- Are your employees classified correctly?
 - Employee v. Independent Contractor
- Have you completed and properly filed I9 Forms and worker verification?
- Do you work with a payroll service to run payroll?
 - Are you withholding the proper taxes from payroll?
 - Federal Income
 - Federal Wage
 - States Tax
- Do you have Workers Comp and Unemployment Insurance?
- Do you have an employee handbook?
 - Do staff feel comfortable raising issues in the workplace?

Business Insurance:

- Do you have the proper insurance for your business?
 - General Liability Insurance
 - Cyber Liability Insurance (if your business collects personal information online)
 - Product Liability Insurance
 - Professional Insurance for professional services
 - Auto Insurance
 - Commercial Insurance

Financial:

- How do you track your income and expenses?
- Do you have a bookkeeper?
- Do you produce regular financial data for analysis, like a profit and loss statement? How often do you look at these financials?
- Have you created a Balance Sheet?
- Have you developed a yearly budget for your business?

Marketing:

- Does your business have a website?
Is your business listed on searching sites (Yelp, Google, etc)?
 - If so, what rating does your business have on those sites?
- What social media platforms does your business use? How often do you post?
- Do you have a marketing plan?

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Operations:

- Do you have documented systems, like checklists for daily or monthly operations?
- Have you written SOPs (standard operating procedures) for your operations?

Taxes:

- Do you have an accountant?
- Are you sure you are paying all the appropriate taxes?
- If you are a food business, are you up to date on your sales and meals tax requirements?
 - If you are behind on meals tax, are you in touch with the Department of Revenue Investigator to negotiate a payment plan?

Preparing for Growth:

- Have you created financial projections for growth?
- Have you created a concept deck?
 - Include unique value proposition, mission, team, business plan, and contact information to share with partners, investors etc.
- Have you developed business goals?

Reach out to us for suggestions
for service providers.

Get in touch:

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