

MURINE FINANCIAL STUDIO

Accurate Books · Organized Systems · Reliable Reporting

Weekly Money Check-In Guide (One-page)

A simple, calming routine to help you stay organized and confident in your numbers.

✓ ACCOUNT SNAPSHOT

- ☐ Review bank balances
- ☐ Review credit card balances
- ☐ Note anything unexpected

✓ RECONCILE ONE ACCOUNT

- ☐ Choose one account (checking, savings, or credit card)
- ☐ Reconcile fully
- ☐ Flag anything that doesn't match

✓ TRANSACTION REVIEW

- ☐ Categorize recent transactions
- ☐ Remove duplicates
- ☐ Identify personal charges
- ☐ Add missing receipts

✓ INCOME & EXPENSE CHECK

- ☐ Open your Profit & Loss report
- ☐ Look for unusual expenses
- ☐ Review income trends
- ☐ Cancel unused subscriptions

✓ INVOICES & BILLS

- ☐ Review unpaid invoices
- ☐ Check upcoming bills
- ☐ Note anything overdue

✓ TAX SET-ASIDE

- ☐ Transfer a percentage to tax savings
- ☐ Update your running total

✓ QUESTIONS & TO-DOS

- ☐ List anything to revisit
- ☐ Note questions for your bookkeeper
- ☐ Capture follow-up

WHEN TO ASK FOR HELP

- You're unsure how to categorize something
- Reconciliation won't match
- Reports look off or confusing
- You see duplicates or missing transactions
- You're behind and don't know where to start
- You want clearer insight into your numbers
- You're spending too much time fixing things

Reaching out early saves time, money, and stress — and keeps your books healthy.

If you ever want support keeping your books clear, organized, and easy to manage, I'm always here to help you move forward with confidence.

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