30-Day Bookkeeper Handoff Workbook

A controlled, owner-centered transition plan for records, access, deadlines, and the first close.

SAFETY: Never enter passwords, MFA or one-time codes, recovery codes, security answers, banking credentials, or full account numbers in this workbook.

Transition summary

Business name	
Owner or project lead	
Transition start date	
Cutoff date and time	
Outgoing provider	
Incoming provider	
Business-controlled archive location	

1	Keep the business in control of subscriptions, billing, administration, recovery, records, and archives.
2	Invite named users and test access before removing the outgoing provider.
3	Use only last four digits when an account identifier is needed.
4	Separate older cleanup from current transition work.
5	Preserve a dated baseline before anyone changes prior periods.

This workbook supports bookkeeping operations. Tax, payroll, legal, and jurisdiction-specific decisions may require a qualified professional or government agency.

30-Day Timeline

Use the sequence as a control framework. Set actual dates and owners for your business.

Timing	Task	Owner	Due	Status
Before day 1	Confirm scope, risks, and desired transition date	Owner	[date]	Not Started
Before day 1	Decide whether older issues need a separate cleanup scope	Owner	[date]	Not Started
Before day 1	Build the complete system and record inventory	Owner	[date]	Not Started
Days 1-5	Confirm business-controlled admin, billing, and recovery contacts	Owner	[date]	Not Started
Days 1-5	Invite the incoming provider with a named user account	Owner	[date]	Not Started
Days 1-5	Request and archive the complete handoff package	Owner	[date]	Not Started
Days 6-10	Document the cutoff and last reconciled date for every account	Owner	[date]	Not Started
Days 6-10	Save the baseline report pack before edits begin	Incoming Provider	[date]	Not Started
Days 6-10	Create and assign the open-items log	Incoming Provider	[date]	Not Started
Days 11-15	Assign recurring bookkeeping, payroll, and tax duties	Owner	[date]	Not Started
Days 16-20	Test access, connected apps, reports, and cutover controls	Incoming Provider	[date]	Not Started
Days 16-20	Approve the post-cutoff edit procedure and closing date	Owner	[date]	Not Started
Days 21-30	Complete and review the first monthly close	Incoming Provider	[date]	Not Started
Days 21-30	Resolve or schedule every first-close exception	Owner	[date]	Not Started
After validation	Authorize and record removal of access no longer needed	Owner	[date]	Not Started

Business-Controlled Access Inventory

Record ownership and named access. Never put secrets or full account numbers on this page.

SAFETY: Never enter passwords, MFA or one-time codes, recovery codes, security answers, banking credentials, or full account numbers in this workbook.

System	Admin or Owner	Recovery Contact	Named Access	MFA	Tested
Accounting software					
Bank portal					
Credit-card portal					
Payroll					
Timekeeping					
Merchant processor					
Sales platform					
Bill payment					
Expense tool					
Sales-tax portal					
Loan portal					
Receipt capture					
Document storage					
Recovery email					
Connected app					
Other					

Removal authorization notes: ____

Handoff Document Tracker

Check each item only after it is received, reviewed, and stored in a business-controlled archive.

Requested Item	Requested	Received	Stored
Current chart of accounts	[ ]	[ ]	[ ]
Trial balance at the cutoff date	[ ]	[ ]	[ ]
Current-year profit and loss statement	[ ]	[ ]	[ ]
Current-year balance sheet	[ ]	[ ]	[ ]
General ledger for the transition period	[ ]	[ ]	[ ]
Bank, credit-card, loan, and merchant statements	[ ]	[ ]	[ ]
Reconciliation reports and last reconciled dates	[ ]	[ ]	[ ]
Accounts-receivable aging report	[ ]	[ ]	[ ]
Accounts-payable aging report	[ ]	[ ]	[ ]
Payroll registers, filed forms, deposit confirmations, notices, and provider contacts	[ ]	[ ]	[ ]
Sales-tax reports, filed returns, payment confirmations, registrations, and portal contacts	[ ]	[ ]	[ ]
Fixed-asset, loan, prepaid-expense, and other supporting schedules	[ ]	[ ]	[ ]
Recurring transaction and memorized-report lists	[ ]	[ ]	[ ]
Connected-app inventory and data-flow direction	[ ]	[ ]	[ ]
Monthly-close checklist and recurring deadline calendar	[ ]	[ ]	[ ]
Source documents, receipts, invoices, bills, and workpapers	[ ]	[ ]	[ ]
Open-items log and unresolved decision notes	[ ]	[ ]	[ ]
Final invoice and contractual record-delivery items	[ ]	[ ]	[ ]

Archive location: ____

Cutoff and Last-Reconciled Signoff

Use account names and last four digits only. Attach the statement and static reconciliation report for each account.

Transition cutoff date and time	
Post-cutoff edit owner	
Closing-date control approved by	
Baseline report folder	

Account	Last 4	Statement End	Reconciled Through	Balance	Difference	Signoff

Known outstanding items and evidence location:

Account or process	
Outstanding item	
Evidence location	
Responsible provider	

Task, Deadline, and Responsibility Matrix

For each recurring duty, identify who prepares, who approves, what proves completion, and where exceptions go.

Process	Preparer	Approver	Evidence	Next Due	Escalation
Monthly close	Incoming Provider	Owner	Close checklist and report pack	[date]	CPA for material accounting questions
Payroll run	Payroll Provider	Owner	Payroll register and funding report	[date]	Payroll provider
Federal payroll deposit	Payroll Provider	Owner	Deposit confirmation or EFTPS review	[date]	Payroll professional or tax adviser
Payroll return	Payroll Provider	Owner	Filed form and acceptance	[date]	Payroll professional or tax adviser
State payroll filing	Other	Owner	Filed return and payment confirmation	[date]	State agency or adviser
Sales-tax data review	Incoming Provider	Owner	Liability report and source sales data	[date]	State or local authority or adviser
Sales-tax return and payment	Other	Owner	Filed return and confirmation	[date]	State or local authority or adviser
Financial report review	Incoming Provider	Owner	Owner review notes	[date]	CPA for material accounting questions

Owner review

Deadline calendar reviewed	
Evidence locations tested	
Exceptions assigned	
Owner approval and date	

Payroll and Sales-Tax Handoff

Record task ownership and proof. Jurisdiction-specific questions belong with the relevant agency or qualified adviser.

Duty	Jurisdiction	Preparer	Approver	Next Due	Evidence	Status
Payroll run						
Federal payroll deposit						
Federal payroll return						
State payroll filing						
Local payroll filing						
Sales-tax data review						
Sales-tax return						
Sales-tax payment						
Notice response						
Other						

Owner safeguard: Outsourcing a task does not automatically transfer the business's tax responsibility. Retain filed forms, payment confirmations, notices, and access to relevant government accounts.

Open-Items Log

Do not force a decision when evidence is missing. Assign the evidence request, owner, and follow-up date.

ID	Issue and Period	Evidence	Next Action	Owner	Due	Status
OI-001						Open
OI-002						Open
OI-003						Open
OI-004						Open
OI-005						Open
OI-006						Open
OI-007						Open
OI-008						Open
OI-009						Open

Decision and support notes: ____

Cleanup-Readiness Diagnostic

Separate older cleanup from the current handoff. Age or urgency alone is not evidence that a correction is appropriate.

Area	Transition-Ready Signal	Cleanup Warning	Assessment
Reconciliations	Accounts are reconciled through known dates	Months are unreconciled or the beginning balance is wrong	[_] Ready [_] Review [_] Cleanup
Reports	Recent profit and loss statements and balance sheets are available	Reports change without explanation or do not match external balances	[_] Ready [_] Review [_] Cleanup
Chart of accounts	Categories are understandable and used consistently	Duplicate, vague, or suspense accounts carry material balances	[_] Ready [_] Review [_] Cleanup
Receivables and payables	Open customer and vendor balances have support	Old credits, duplicates, or unknown balances remain	[_] Ready [_] Review [_] Cleanup
Payroll	Payroll reports and deposit records are current	Missing forms, notices, late deposits, or unexplained liabilities exist	[_] Ready [_] Review [_] Cleanup
Sales tax	Accounts, filing periods, and responsible parties are known	Missed filings, unknown registrations, or unclear obligations exist	[_] Ready [_] Review [_] Cleanup
Access	The business can administer every critical system	A former provider is the only administrator or recovery contact	[_] Ready [_] Review [_] Cleanup
Source records	Statements, receipts, invoices, and workpapers are accessible	Records exist only in a provider portal or personal account	[_] Ready [_] Review [_] Cleanup

Cleanup scope needed	
Periods or accounts affected	
Approved owner decision	
Specialist or agency escalation	

First-Close Validation

Compare the first completed close with the approved baseline. Explain valid differences and assign every exception.

Complete	Validation Check	Evidence or Exception
[ ]	Every bank, credit-card, payment-processor, and loan account in scope was reconciled to external support.	
[ ]	Reconciliation reports and statements were saved.	
[ ]	The trial balance, balance sheet, and profit and loss statement use the intended dates and accounting basis.	
[ ]	Beginning balances agree with the approved baseline or have documented changes.	
[ ]	Accounts receivable and accounts payable were reviewed for old, duplicate, unapplied, or unsupported items.	
[ ]	Payroll reports agree with payroll withdrawals and liability balances.	
[ ]	Assigned tax filings and payments have confirmation or a documented pending status.	
[ ]	Transfers, owner activity, loan payments, refunds, and merchant fees are classified consistently.	
[ ]	Connected apps did not create duplicates or stop syncing.	
[ ]	Post-cutoff edits are listed with reasons and support.	
[ ]	The open-items log has owners and dates.	
[ ]	The owner received and reviewed the report pack.	
[ ]	The new bookkeeper explained unusual changes and next actions.	

Acceptance status	
Owner approval and date	
Outgoing access removal authorized	
Exceptions scheduled through	

Outgoing-Provider Request Email

Edit bracketed fields, then copy this message into your email. Do not use email to transfer secrets.

Subject: Bookkeeping transition records and cutoff confirmation for [Business Name]

Hello [Outgoing Provider Name],

Thank you for helping us complete a controlled transition of the bookkeeping for [Business Name]. Our proposed cutoff is [date and time]. Please confirm whether you can complete work through that cutoff and identify any open items that will remain.

Please provide the records listed on the Document Tracker sheet, including current financial reports, the trial balance, general ledger, statements, reconciliation reports and last reconciled dates, receivable and payable aging, payroll and sales-tax records in scope, supporting schedules, connected-app details, recurring-process notes, source documents, and the current open-items log.

Please also confirm the accounting subscription holder, billing payer, primary administrator, recovery contact, named users, and any access that will need to be removed after validation. We will use named invitations and system access controls. Please do not email passwords, MFA or one-time codes, recovery codes, security answers, banking credentials, or full account numbers.

For each reconciled account, please confirm the statement ending date, last reconciled-through date, statement balance, reconciliation difference, known outstanding items, and where the supporting statement and reconciliation report are stored.

Please identify payroll, sales-tax, and other recurring deadlines due during the transition, including the assigned preparer, approver, evidence location, and escalation contact.

If older unreconciled periods, unsupported balances, missing records, or prior-period corrections require cleanup, please list them separately so we can approve an appropriate scope.

Please place records in [business-controlled archive location] by [requested date]. Let us know promptly if an item is unavailable or subject to a contractual delivery process.

Thank you,
[Owner Name]
[Title]
[Business Name]