

Sunrise Finance & Consulting

Small Business Guide Library

Business Bank Accounts and Bookkeeping Basics

Separating business finances protects your limited liability and simplifies taxes.

Opening Your First Account

Bring your Articles of Organization, EIN letter, and ID. Compare local credit unions (low fees) vs. online fintech accounts (automation).

Bookkeeping Building Blocks

1. Cloud Software: QuickBooks Online, Xero, Wave (free).
2. Chart of Accounts: Assets, Liabilities, Equity, Income, Expense.
3. Daily Feed: Link bank/credit cards for auto import.
4. Receipt Capture: Snap photos; attach to transactions.

Monthly Close Routine

Reconcile all accounts, review financial statements, and set aside 25-30% of profit for taxes.

Full Disclaimer: The content contained in these resources—whether called a guide, checklist, toolkit, template, or workbook—is provided for educational and informational purposes only. It does not constitute legal, tax, accounting, or financial advice and should not be treated as such. Every individual and business situation is different; assumptions, simplifications, or examples used here may not apply to your specific circumstances. You should consult a qualified professional before implementing strategies, making decisions, or relying on any of the content. Sunrise Finance & Consulting LLC makes no warranties regarding the accuracy, completeness, or suitability of these materials, and disclaims any liability for actions taken or not taken based on the content.