ACCOUNTANTS + ADVISORS

Admin Audit

The Business Admin Audit

Where is your business leaking hours every week?

Answer **Yes** or **No** to each question. Every **Yes** highlights an avoidable time leak. If you score **4 or more**, you are likely spending significant time on work that should be automated, delegated, or eliminated.

1	Do you manually enter bank transactions that could be automated via bank feeds?	YES ☐	NO ☐
2	Do you use a spreadsheet alongside your accounting software?	YES ☐	NO ☐
3	Do you chase receipts at BAS time instead of capturing them daily?	YES ☐	NO ☐
4	Is your bank reconciliation done less than once a week?	YES ☐	NO ☐
5	Does invoicing and debtor follow-up take more than 2 hours per week?	YES ☐	NO ☐
6	Have you ever paid a bookkeeper or accountant to reconstruct months of records?	YES ☐	NO ☐
7	Do you find out your real profit position at tax time rather than monthly?	YES ☐	NO ☐
8	Is your payroll process still manual or partially spreadsheet-based?	YES ☐	NO ☐
9	Does financial admin regularly spill into evenings or weekends?	YES ☐	NO ☐
10	Have you never had a formal review of your accounting software setup?	YES ☐	NO ☐

Scored 4 or more?

Book a free 30-minute admin audit with **MC&S**. We'll show you exactly where time is being lost and what can be streamlined.

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