

# 5 Bookkeeping Mistakes to Avoid

## Simple slip-ups that quietly cost small businesses money

You don't need an accounting degree to keep clean books — you just need to sidestep a few common traps. Fix even one of these this week and you'll feel the difference at tax time.

### 1. Mixing personal and business money

- When everything runs through one account, deductions get missed and the IRS gets nervous.
- Fix it: open a dedicated business checking account and card, and run every business dollar through it.

### 2. Letting receipts pile up

- A shoebox of faded receipts in March is a recipe for lost deductions.
- Fix it: snap a photo of each receipt the moment you get it and store it digitally by month.

### 3. Falling behind on reconciliation

- Small errors snowball when accounts go months without being matched to the bank.
- Fix it: reconcile every account monthly so problems stay tiny and easy to catch.

### 4. Misclassifying workers

- Calling an employee a contractor (or vice versa) can mean back taxes and penalties.
- Fix it: learn the basic rules, collect W-9s, and when you're unsure — just ask us.

### 5. Ignoring the numbers until tax time

- Your books are your business's report card; checking them once a year means flying blind.
- Fix it: review your profit & loss every month so you always know where you stand.

#### FROM ALL OF US AT EIB SYSTEMS

Want a second set of eyes on your books? That's exactly what we're here for — and the first look is on us.

Questions? Call (205) 854-1957 or email [info@eiboffice.com](mailto:info@eiboffice.com). Your first conversation is always free.

*This guide is general information from EIB Systems, not tax or legal advice for your specific situation. Tax rules change and every situation is different — let's talk about what applies to you.*