

Auto Repair Shop Shop Financial Checklist Template

 Show only Checklist

Display Style
Default 

Cash Management

Daily cash handling procedures and reconciliation.

Opening Cash Count Time

Enter time...

Opening Cash Amount

Enter a number...



Cash Sales Total

Enter a number...

Credit Card Sales Total

Enter a number...

Cash Disbursements

Enter a number...

Deposited Amount

Enter a number...

Deposit Date

Enter date...

Cashier Signature

Accounts Receivable

Tracking and managing customer payments.

Invoice Number

Invoice Date

Total Amount Due

Due Date

Payment Status

- Pending
- Partial Payment
- Paid
- Overdue

Amount Paid (if partial)

Enter a number...

Payment Received Date (if paid)

Enter date...

Payment Notes (e.g., Check Number)

Write something...

Accounts Payable

Monitoring and paying vendor invoices.

Invoice Date

Enter date...

Invoice Number

Enter a number...

Vendor

- Vendor A
- Vendor B
- Vendor C

Invoice Amount

Enter a number...

Payment Terms

- Net 30
- Net 60
- Due on Receipt

Payment Due Date

Enter date...

Discount Applied (if any)

Enter a number...

Notes/Comments

Write something...

Payroll Processing

Ensuring accurate and timely employee compensation.

Pay Period End Date

Enter date...

Number of Employees Paid

Enter a number...

Gross Payroll Amount

Enter a number...

Payroll Tax Withholdings (Federal)

Enter a number...

Payroll Tax Withholdings (State)

Enter a number...

Total Payroll Cost

Enter a number...

Payment Method

- Direct Deposit
- Paper Check

Payroll Processing Date

Enter date...

Sales Tax Compliance

Collecting and remitting sales tax accurately.

Last Sales Tax Filing Date

Enter date...

Total Sales Tax Collected (Current Period)

Enter a number...

Total Sales Tax Remitted (Current Period)

Enter a number...

Sales Tax Collection Method

- Manual Calculation
- Accounting Software
- Third-Party Service

Sales Tax Permit/License Number

Write something...

Next Sales Tax Filing Due Date

Enter date...

Expense Tracking

Monitoring and categorizing business expenses.

Expense Date

Enter date...

Expense Amount

Enter a number...

Expense Category

- Parts
- Supplies
- Rent/Mortgage
- Utilities
- Marketing
- Insurance
- Software Subscriptions
- Travel
- Repairs & Maintenance
- Other

Vendor Name

Write something...

Description (Purpose of Expense)

Write something...

Receipt/Invoice

 Upload File

Payment Method (1=Cash, 2=Credit Card, 3=Bank Transfer)

Enter a number...

Bank Reconciliations

Matching bank statements with internal records.

Reconciliation Date

Enter date...

Beginning Balance (Bank)

Enter a number...

Ending Balance (Bank)

Enter a number...

Beginning Balance (Shop Records)

Enter a number...

Deposits in Transit

Enter a number...

Outstanding Checks

Enter a number...

Explanation of Discrepancies (if any)

Write something...

Reviewer Signature

Inventory Valuation

Tracking and valuing parts and supplies inventory.

Beginning Inventory Value

Enter a number...

Parts Received This Period

Enter a number...

Parts Sold This Period

Enter a number...

Obsolescence/Write-Offs

Enter a number...

Theft/Loss

Enter a number...

Ending Inventory Value

Enter a number...

Valuation Method

- FIFO
- LIFO
- Weighted Average

Budgeting and Forecasting

Planning for future financial performance.

Projected Total Revenue (Monthly)

Projected Cost of Goods Sold (Monthly)

Projected Operating Expenses (Monthly)

Projected Net Income (Monthly)

Budget Review Date

Sales Growth Rate (Annual)

Enter a number...

Customer Acquisition Cost

Enter a number...

Economic Outlook (Next 6 Months)

- Positive
- Neutral
- Negative

Loan and Debt Management

Monitoring loan balances and repayment schedules.

Loan Balance (Current)

Enter a number...

Next Payment Due Date

Enter date...

Monthly Payment Amount

Enter a number...

Loan Type

- Mortgage
- Equipment Loan
- Business Line of Credit
- Other

Lender Name

Write something...

Interest Rate (%)

Enter a number...

Loan Origination Date

Enter date...

Remaining Loan Term (Months)

Enter a number...