START AND SET UP

Money separation checklist

Use this as a **seven-day money reset**. Choose one system, track the week, then decide what the business can pay you.

Choose your money system

● **CHECKLIST**

Tick one method

- ☐ Separate business bank account
- ☐ Dedicated wallet, card or account used only for business
- ☐ Clear tracking method (spreadsheet or notebook) until banking is ready

MY BUSINESS MONEY SYSTEM

● **CHECKLIST**

How I will pay myself

- ☐ Fixed monthly amount
- ☐ Weekly amount
- ☐ Percentage of profit
- ☐ Recorded withdrawal when cash allows

AMOUNT OR RULE

Seven-day reset

Tick each step and write the date you did it.

1	Choose the account, wallet or record for business money	DATE	DONE
2	Send new customer payments into that system	DATE	DONE
3	Pay business expenses from the same system where possible	DATE	DONE
4	Record money taken for yourself	DATE	DONE
5	Record personal money put into the business	DATE	DONE
6	List what the business must pay in the next seven days	DATE	DONE
7	Review the balance after those commitments	DATE	DONE

Upcoming business costs (before you take money)

Cost	Amount	Due date	Paid from business system?

Seven-day transaction tracker

Date	Payments in	Business expenses	Owner withdrawal	Personal money in	Balance after commitments

Personal money into / out of the business

Date	Amount in / out	Reason	Evidence kept	Contribution, loan or withdrawal?

Before I take money — ask

1. Is this for the business or for me personally?
2. Is there a receipt, invoice or note?
3. Has it been recorded in the correct category?
4. Will enough money remain for the next business costs?

End of week review

WHAT THE BUSINESS CAN PAY ME ______________________________

HABIT TO KEEP NEXT WEEK ______________________________

REVIEW DATE ______________________________