

Day to Day Recordkeeping & Accounting Habits for Professional Guardians



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Welcome & Purpose

- Introduction
- Goals:
 - Reduce overwhelm with clear, consistent habits
 - Improve documentation with easy-to-use tools
- Interactive Format – discussion, questions & comments encouraged!

Why Recordkeeping Matters

- ❖ Legal and ethical duty
- ❖ Protects your client and yourself
- ❖ Supports transparency and compliance
- ❖ Day to day record keeping simplifies annual processes – annual accounting & tax preparation
- ❖ Be prepared for an audit

What You Should Be Tracking

- Income and benefits
- Expenses (housing, medical, personal, etc.)
- Time logs (billable and non-billable)
- Bank accounts and reconciliations, monitor balances if Medicaid beneficiary
- Supporting documentation – receipts, invoices, contracts
- Major decisions and personal records
- Meeting notes & case notes

Best Practices:

- Use of ledgers or spreadsheets
- Tracking cash vs. electronic payments
- Recording recurring expenses
- Cash flow forecasting & budgeting
- Mileage & Time Tracking
- Reconciling accounts monthly & categorizing expenses
- Red flags to avoid:
 - Commingling funds
 - Missing receipts
 - Unexplained cash use or undocumented expenses

Daily & Weekly Recordkeeping Habits

Daily:

- Log activity and time as you go
- Case notes
- Scan and file receipts
- Use a daily checklist
- Note anything unusual

Weekly:

- Set a weekly 30–60 minute review time
- Weekly To Do List
- Reconcile expenses and receipts
- Update time logs
- File documents in correct folders

Monthly: Account reconciliations

Building the Habit

- ✓ Consistency > Perfection
- ✓ Start with just 15 mins a day
- ✓ Block out 1 hour weekly
- ✓ Small steps build strong documentation
- ✓ The Value of Time Blocking & Recurring Calendar Reminders

Digital Tools to Consider

- Excel or Google Sheets (free templates)
- CamScanner / Genius Scan (scan and organize receipts)
- Toggl (time tracking app)
- Google Drive / Dropbox / Cloud backup
- PhoneLink
- QuickBooks or accounting application
- Discussion of tools used by other guardians

Create Templates for Your Business

- Daily activity log
- Banking Ledger
- Expense log by category
- Time tracking worksheet
- Monthly review checklist

Discussion & Questions

- What has worked well in your business?
- What challenges are you facing?

Final encouragement

- ✓ You don't need to be an accountant
- ✓ Strong habits = peace of mind

Questions?

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