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Sixty Point Admin Checklist

Every business has admin basics that should keep our business going smoothly. This checklist will alert you to areas that need attention.

ADMINISTRATION AUDIT CHECKLIST

This basic business checklist is to help you ensure that the foundational things that keep your 'ducks in a row' are being done. Feel free to add any items or requirements that are specific to your business.

Check	Area
	Desk tasks, Phone, Supplies, Filing systems, Files being kept
	Telephone, computer etc on one side of desk
	Adequate desk space on left to spread out your work
	Frequently used items within arms reach e.g. stapler, clips etc
	Telephone on side of desk opposite writing hand
	Desk is clutter free
	Frequently used files within workable reach
	Frequently called numbers readily available
	Supplies stored away, only what is needed is on workstation
	Supplies are easily found and identifiable
	Supply re-order system in place, and clearly understood protocols and procedures around purchasing office supplies or client resources
	Draw dividers in use to keep small items in order
	Filing draw trolley is used for most frequently used files or for current projects
	Filing topics are appropriate, easy to locate, in logical order
	Adequate files being kept on clients (quotes, agreements etc)
	Legal and employment documents filed
	Notepad or day book with pen easily reached for phone calls
	Adequate work spaces for other activities
	Are there filing/desk trays where work in progress at various stages is kept and easily accessible to all (or some other system)?
	Are previous year's files archived and put away.
	Legal and Accounting
	Do you have up to date job descriptions and contracts for any staff?
	Correct procedures followed, and files kept for employment/staff issues and records, including contracts, job descriptions and employment agreements.
	Are adequate staff leave records kept?
	Do you have minimal quarterly financial review meetings with a trusted financial advisor or your accountant?

	Monthly accounting reports printed and filed as backups
	Do you understand your financial reports and can identify trends?
	Monthly monitoring of cashflow and review of end of month reports, review of monthly expenses and analysis of coming cashflow required.
	Are there confidentiality agreements with staff and outworkers?
	Hard copies of End of Year Financial Reports archived
	Debt collection protocols and any correspondence filed
	Have a Terms and Conditions of Trade, and clearly stated due dates?
	Administration Safety Backup
	Is there an Operations Manual?
	Is there an Emergency Management protocols document if key staff are suddenly absent for an extended period of time?
	Are all computer files backed up on a regular basis and taken off premises or backed up in the cloud?
	Are all cell phone contacts saved to your phone SIM card and backed up in the cloud or available in a hard copy?. The CC Card app is an ideal way to save important contacts onto your cell phone as data is saved to their site.
	Are important emails archived or printed out, especially those with formal agreements to contracts or variations etc.?
	Is any intellectual property properly protected e.g. copyright, trademarked etc.
	Do you as owner have sole access to login for Facebook and website? Do you have a back up copy of any website? or software data?
	Are important quotes, contracts, company info, contracts printed or saved to the Cloud?
	Communication
	Are there very clear processes around the communication of task delegation to staff?
	Is there an understood procedure, protocol and method of communication between staff about the progress of work where more than one person is involved in a project? e.g. project software or project sheets
	Are written instructions given when necessary?
	Are tasks or work request time frames communicated?
	Do you have a protocol for dealing with staff conflicts or queries regarding their employment?
	Do you have regular staff meetings?

	Paperwork Flow
	Is there a very clear flow or process from your accounting and/or other software data and their outcomes/output through to completion of projects, monthly accounting etc where it impacts processes outside of the software itself?
	Are daily task management/priority mechanisms used to ensure tasks are completed in order of value, priority, deadline etc and no tasks are missed?
	Is filing being done on a weekly basis?
	Would a daily/weekly/monthly task list provide a more efficient and reliable work flow?
	Are invoicing, receiving of stock, job cards, timesheets done in time so as not to impact other administration processes within business?
	How do you track stock losses etc.
	Environmental Factors/Office Equipment
	Is furniture to an acceptable standard and ergonomically safe?
	Is there adequate heating, cooling?
	Is there sufficient room space, desk space to work appropriately (and relevant to the type of business) and comfortably?
	Is the office equipment efficient? (not old and outdated)
	Is the office equipment electrically safe?
	Are electrical leads out of walking zones?
	Are computers and printers power surge protected?
	Are health and safety management procedures in place?
	Is appropriate and legally required health and safety documentation for staff induction, information, handling and emergency procedures available?