



GovCon Accounting Readiness Checklist

A practical starting point for U.S. government contractors.

Use this checklist to organize your records, spot questions, and prepare for a conversation with Regina Brown. Check items digitally or print a copy for your team.

BUSINESS / TEAM

REVIEW DATE

01 Your contracts & priorities

- ☐ Identify the contracts and fiscal periods you need to discuss.
- ☐ Note your contract types, reporting needs, and dates communicated to you.
- ☐ List the accounting questions or process gaps that concern you most.

02 Records & monthly accounting

- ☐ Keep the general ledger and trial balance for the relevant periods.
- ☐ Reconcile bank and credit card accounts; explain unresolved items.
- ☐ Retain invoices, receipts, approvals, and other transaction support.
- ☐ Review how direct, indirect, and unallowable costs are identified.

03 Project costs & labor

- ☐ Use consistent project or contract codes for applicable transactions.
- ☐ Check that job-cost reports tie to the accounting records.
- ☐ Document time entry, corrections, approvals, and labor distribution.
- ☐ Identify who maintains and reviews each part of the process.



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Bring the right questions to your next accounting conversation.

04 Indirect costs & year-end support

- ☐ Document cost pools, allocation bases, and rate calculations.
- ☐ Reconcile supporting schedules to the books before relying on them.
- ☐ Identify missing information for an Incurred Cost Submission, if your contracts require one.

05 Review preparation

- ☐ Keep current procedures and a clear path to supporting records.
- ☐ List audit or review requests and who is responsible for responding.
- ☐ Confirm applicable requirements using your contracts and current guidance.

What needs attention first?

01 _____

02 _____

03 _____

A CLEARER NEXT STEP

Free GovCon Compliance Check

Discuss your accounting setup and priorities in a free introductory remote conversation with Regina Brown.

[Request your free conversation >](#)

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This is a starting checklist, not a compliance certification or an exhaustive list of contract requirements. The free check is introductory; any detailed review, deliverables, timing, and fees are agreed separately. Keep public contact-form messages general and do not send confidential records there.