Finance Checklist for Architects & Engineers

Hannah Brown, SHRM-SCP



Business Management Consultant
Brown Creative Consulting

Hannah helps design firms start building a stable, thriving business (instead of always putting out fires). Whether it's financials, HR, or operations, she knows how to turn chaos into clarity.

Seanna Asper, CPA



Accounting and Bookkeeping
Prospera Strategy

Seanna lives and breathes cash flow. She's helped countless A&E firms get a handle on their finances, reduce stress around money, and actually feel in control of their business.

Ashish Desai



Chief Product Officer
Monograph

The driving force behind Monograph's rapid product improvement. Ashish is constantly working to make the financial side of running an A&E effortless by listening to what our customers need most.

Ailyn Mendoza



VP of Customer Experience
Monograph

Landscape architect turned customer champion, Ailyn knows the ins and outs of business operations. Now, she's on a mission to help firms get the most out of Monograph—making sure onboarding is smooth and the impact is real.

Foundation

- [ ] Am I tracking my time, even non-billables?
- [ ] Am I spending half my time on billable work?
- [ ] Do I know exactly how much I need to keep the doors open?
- [ ] Is any single client making up more than 30% of my revenue?
- [ ] Do I have time scheduled in my calendar for financial reviews?
- [ ] Am I reviewing financials on a quarterly basis at the minimum?

Financial Visibility

- [ ] Am I comparing P&L between years?
- [ ] Have I cut expenses I don't actually use?
- [ ] Do I know which clients hurt my profitability?
- [ ] Am I still tracking financials manually in Excel?
- [ ] Is my project-level financial tracking accurate?
- [ ] Am I tracking time time even for fixed fee services?
- [ ] Can I see which projects or teams are performing best?

Cashflow Management

- [ ] Am I regularly invoicing semi-monthly?
- [ ] Do I have automated payment reminders?
- [ ] Have I set 3-6% interest charges for late fees?
- [ ] Am I holding deliverables when payment is overdue?
- [ ] Have I set up different terms for clients on grant funds?
- [ ] Have I set up to online payments to cut wait times in half?
- [ ] Have I set up credit card payments to cut wait times to 1 week?
- [ ] Do I communicate payment terms clearly upfront to avoid confusion?
- [ ] Am I sending clear, professional, detailed invoices every single month?

Project Management

- [ ] Have I trained team members early that time is money?
- [ ] Can PMs see how much projects are over/under budget?
- [ ] Are PMs managing staffing while finance handles billing?
- [ ] Do I check budget progress at milestones (like 50% CDs)?
- [ ] Is our staffing meeting between 30-45 minutes every week?
- [ ] Am I checking mid-month if I'm on track with monthly targets?
- [ ] Am I pulling back team members who are exceeding planned hours?

Client Relationships

- [ ] Am I investigating ASAP when clients skip invoices?
- [ ] Am I getting more involved when write-offs happen?
- [ ] Have I prioritized smarter payment terms to new clients?
- [ ] Do I set boundaries with clients who break our processes?
- [ ] Am I sometimes saying "no" to money and "yes" to peace?
- [ ] Am I tracking how many sales I miss by keeping difficult clients?
- [ ] Am I firing clients professionally with "you deserve better service"?

Business Growth

- [ ] Do I have a mix of clients to keep cash flow stable?
- [ ] Am I tracking firm capacity to guide hiring vs workload?
- [ ] Am I using time freed from admin to get higher-value work?
- [ ] Are my contracts priced approriately to reflect my real costs?
- [ ] Do I set financial milestones before approving raises for my team?
- [ ] Have I consider getting a credit line to manage our cash flow gaps?
- [ ] Am I separating out profitability issues from cash flow timing issues?