



BOOKKEEPING CHECKLIST

DAILY/WEEKLY

- Check your account balance

- Record transactions

- Document and file/store receipts

- Review unpaid bills from vendors

- Pay vendors/ sign checks

- Prepare and send invoices

MONTHLY

- Balance your business account

- Review past-due receivables

- Process/ review payroll and make tax payments

- Review actual profit and loss vs budget vs prior years

- Review month-end balance sheet vs prior period

- Review projected cash flow

QUARTERLY

- Prepare revised annual P&L estimate

- Review quarterly payroll reports, and make payments

- Review sales tax and make quarterly payments

- Compute estimated income tax payments

ANNUALLY

- Review past-due receivables and adjust for uncollectible balances

- Fill out IRS forms (W-2 & 1099-MISC and 1099-NEC)

- Review full year financial reports & tax returns

- Meet with CPA/ tax pro to adjust strategy moving forward

