

Bookkeeping Checklist

DAILY

- Ensure Availability & Access to account
- Check Account Balances
- Track Business Mileage

WEEKLY

- Code Expenses & Payments
- Categorize Deposits
- Invoice Clients
- Update Inventory
- Ensure money set aside for Payroll & Taxes

MONTHLY

- Bank & Account Reconciliation
- Review Accounts Receivable & Payable
- Process Payroll
- Review Monthly Financial Statements

QUARTERLY

- Quarterly Payroll Tax Payments
- Use Financial Statements to Project, Budget & Analyze

ANNUAL

- Write Off Bad Debts & Close Accounts
- Ensure Inventory is accurate
- Review Financial Statements & IRS Forms

