



Small Business

Bookkeeping Checklist

DAILY

- ☐ Check cash on hand and bank account balances
- ☐ Deposit checks received from customers
- ☐ Record credit card and ACH payments received from customers
- ☐ Record expenses in bank and credit card accounts

WEEKLY

- ☐ Record and send invoices to customers
- ☐ Record bills received from vendors and pay bills that are due
- ☐ Process payroll and deposit tax payments
- ☐ Upload and file receipts
- ☐ Update mileage tracking log

MONTHLY

- ☐ Reconcile all bank, credit card and loan statements
- ☐ Run an accounts receivable aging report and send statements to customers who need to pay
- ☐ Run an accounts payable aging report to make sure you're not late on any bill payments
- ☐ Run a monthly Profit & Loss report and compare it against your budget, if you have one

QUARTERLY

- ☐ File quarterly sales tax report and pay sales tax
- ☐ Pay quarterly estimated taxes
- ☐ File quarterly payroll reports

ANNUALLY

- ☐ Review fixed asset listing to make sure new assets are entered and those no longer in use are removed
- ☐ Issue 1099's to vendors
- ☐ Issue 1099's to vendors
- ☐ File tax returns

Want bookkeeping help?

Contact me today!



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