

BOOKKEEPING Checklist Chart



MONTHLY SMALL BUSINESS BOOKKEEPING CHECKLIST MONTH OF

Every Week	1	2	3	4
• Check bank account activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Save + file your hard copy receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pay + record vendor invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Send + record client invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Every Month	✓
• Reconcile bank accounts + credit card statements	<input type="checkbox"/>
• Run/review your financial reports (P+L, BS, Cash Flow, etc.)	<input type="checkbox"/>
• Process + review payroll	<input type="checkbox"/>
• Run invoice aging report + send reminder statements	<input type="checkbox"/>
• Track and update inventory	<input type="checkbox"/>

Every Quarter	1	2	3	4
• Quarterly payroll reports + payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Compute + pay estimated income tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review sales tax + make payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

