BOOKKEEPING

Checklist Chart



MONTHLY SMALL BUSINESS BOOKKEEPING CHECKLIST MONTH OF

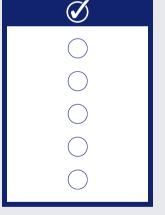
Every Week

- Check bank account activity
- Save + file your hard copy receipts
- Pay + record vendor invoices
- Send + record client invoices

1	2	3	4
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Every Month

- Reconcile bank accounts + credit card statements
- Run/review your financial reports (P+L, BS, Cash Flow, etc.)
- Process + review payroll
- Run invoice aging report + send reminder statements
- Track and update inventory



Every Quarter

- Quarterly payroll reports + payments
- Compute + pay estimated income tax
- Review sales tax + make payments

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