Bookkeeping Checklist

Weekly, Monthly, Quarterly, and Annual Tasks

Welcome!

I'm so happy you're taking the next steps to become a more confident business owner with my customizable Bookkeeping Checklist!

Keep in mind, every business has their own unique needs! Use this list as a starting point - not every checklist item is going to apply to your business (and you might need to add your own on the blank lines).

Here's what I'd recommend:

PRINT A COPY + KEEP AT YOUR DESK

Weekly
- Record Payments
- Enter + Pay Bills
- Upload Any Receipts
- Invoice Customers
- Check On Unpaid Invoices
- Make Any Deposits
- Reconcile Petty Cash
- Monitor Your Cash Balance
- Enter + Review Timesheets
- Run Payroll (if applicable)
- W-9s From New Contractors
- _____
- _____

Monthly
- Download Bank Statements
- Categorize Transactions
- Reconcile Business Accounts
- Prepare Monthly Reports
- Cancel Unneeded Subscriptions
- Run A/R Aging Report
- Update Vendor Information
- Monitor Inventory Levels
- Review Budget Variances
- Distributions (if applicable)
- _____
- _____
- _____

Quarterly
- Pay Estimated Taxes
- File Payroll Tax Returns
- File Sales Tax Returns
- Change Passwords
- Back Up Your Data
- Perform Inventory Count
- Review Quarterly Performance
- _____
- _____
- _____
- _____
- _____

Annually
- Record Adjusting Journal Entries
- Close Out Your Books
- Prepare Year-End Financials
- Issues 1099s & W-2s
- File Income Taxes
- Resolve Past Due
- Clean Up Chart of Accounts
- File State Taxes
- File Franchise/Excise Taxes
- Pay Property Taxes
- Update Your SOPs
- Budget For Next Year
- _____

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Need some help figuring out which steps your business needs (or doesn't need) to worry about? I can help you find your answers.

Weekly

- ☐ Record Payments
- ☐ Enter + Pay Bills
- ☐ Upload Any Receipts
- ☐ Invoice Customers
- ☐ Check On Unpaid Invoices
- ☐ Make Any Deposits
- ☐ Reconcile Petty Cash
- ☐ Monitor Your Cash Balance
- ☐ Enter + Review Timesheets
- ☐ Run Payroll (if applicable)
- ☐ W-9s From New Contractors
- ☐ _____
- ☐ _____
- ☐ _____

Monthly

- ☐ Download Bank Statements
- ☐ Categorize Transactions
- ☐ Reconcile Business Accounts
- ☐ Prepare Monthly Reports
- ☐ Cancel Unneeded Subscriptions
- ☐ Run A/R Aging Report
- ☐ Update Vendor Information
- ☐ Monitor Inventory Levels
- ☐ Review Budget Variances
- ☐ Distributions (if applicable)
- ☐ _____
- ☐ _____
- ☐ _____

Quarterly

- ○ Pay Estimated Taxes
- ○ File Payroll Tax Returns
- ○ File Sales Tax Returns
- ○ Change Passwords
- ○ Back Up Your Data
- ○ Perform Inventory Count
- ○ Review Quarterly Performance
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

Annually

- ○ Record Adjusting Journal Entries
- ○ Close Out Your Books
- ○ Prepare Year-End Financials
- ○ Issue 1099s & W-2s
- ○ File Income Taxes
- ○ Resolve Past Due
- ○ Clean Up Chart of Accounts
- ○ File State Taxes
- ○ File Franchise/Excise Taxes
- ○ Pay Property Taxes
- ○ Update Your SOPs
- ○ Budget For Next Year
- ○ _____
- ○ _____
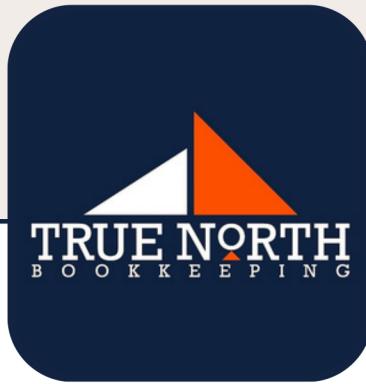
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