

FREEBIE

Bookkeeping Checklist

*Weekly, Monthly, Quarterly,
and Annual Tasks*



Tamra Halley
tamra@startandb.com

(307) 215 -9653
StarTaxesAndBooks.com

Welcome!

Bookkeeping is more than just reconciling a bank account. The list below is an example of things a bookkeeper can do on a regular basis for business. If you're not using a bookkeeper, someone in your business should be doing these things.

Keep in mind, every business has their own unique needs, so this list can vary!

Here's what I'd recommend:

PRINT A COPY + KEEP AT YOUR DESK

| Weekly | Monthly | Quarterly | Annually |
|--|--|---|---|
| <input type="checkbox"/> Record Payments | <input type="checkbox"/> Download Bank Statements | <input type="checkbox"/> Pay Estimated Taxes | <input type="checkbox"/> Record Adjusting Journal Entries |
| <input type="checkbox"/> Enter + Pay Bills | <input type="checkbox"/> Categorize Transactions | <input type="checkbox"/> File Payroll Tax Returns | <input type="checkbox"/> Close Out Your Books |
| <input type="checkbox"/> Upload Any Receipts | <input type="checkbox"/> Reconcile Business Accounts | <input type="checkbox"/> File Sales Tax Returns | <input type="checkbox"/> Prepare Year-End Financials |
| <input type="checkbox"/> Invoice Customers | <input type="checkbox"/> Prepare Monthly Reports | <input type="checkbox"/> Change Passwords | <input type="checkbox"/> Issue 1099s & W-2s |
| <input type="checkbox"/> Check On Unpaid Invoices | <input type="checkbox"/> Cancel Unneeded Subscriptions | <input type="checkbox"/> Back Up Your Data | <input type="checkbox"/> File Income Taxes |
| <input type="checkbox"/> Make Any Deposits | <input type="checkbox"/> Run A/R Aging Report | <input type="checkbox"/> Perform Inventory Count | <input type="checkbox"/> Resolve Past Due |
| <input type="checkbox"/> Reconcile Petty Cash | <input type="checkbox"/> Update Vendor Information | <input type="checkbox"/> Review Quarterly Performance | <input type="checkbox"/> Clean Up Chart of Accounts |
| <input type="checkbox"/> Monitor Your Cash Balance | <input type="checkbox"/> Monitor Inventory Levels | <input type="checkbox"/> | <input type="checkbox"/> File State Taxes |
| <input type="checkbox"/> Enter + Review Timesheets | <input type="checkbox"/> Review Budget Variances | <input type="checkbox"/> | <input type="checkbox"/> File Franchise/Excise Taxes |
| <input type="checkbox"/> Run Payroll (if applicable) | <input type="checkbox"/> Distributions (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> Pay Property Taxes |
| <input type="checkbox"/> W-9s From New Contractors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Update Your SOPs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Budget For Next Year |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Use this as a guide to make sure you're keeping things covered or better yet, give us a call and see what it would cost for us to help you with it.



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
- _____
- _____



Want more
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