

BOOKKEEPING CHECKLIST

for small business owners

DAILY



- Check account balances
- File digital receipts
- Log business mileage
- Invoice clients
- Review financial mail and bills

MONTHLY



- Reconcile accounts
- Run and review monthly Profit & Loss report; Compare to last month
- Review business budget

WEEKLY



- Log and categorize payments and expenses
- Deposit checks or cash
- Update invoice and inventory tracking
- Send invoice reminders

QUARTERLY



- Run and review quarterly Profit & Loss report; Compare to last quarter
- Make estimated tax payments
- Review 1099 tracking
- Check in on financial goals