

The Ultimate Bookkeeping CHECKLIST

Daily Bookkeeping Items To Do

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Set aside 15 minutes each day to work on bookkeeping.

Check your cash position.

Verify your bank and credit card balances.



Sync bank transactions to accounting software.

Enter customers payments.

Make deposits.

Scan your receipts and match to incoming transactions.

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Weekly Bookkeeping Items To Do

- Open your mail. Automate bill payments to avoid late fees.
- Determine how much money you need for the week.
- Invoice customers for the work completed this week.
- Add/match bank feed transactions to accounting system.
- Follow up with customers on past due balances.
- Process payroll. Ensure tax payments have been made.
- Scan documents and save for safe keeping.

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Monthly Bookkeeping Items To Do

- Pay bills and vendor balances.
- Balance checkbook. Reconcile bank/credit card accounts.
- Review P&L, Balance Sheet, Cash Flow Statement.
- Compare financials to budget for month and year-to-date.
- Follow up with customers on past due balances.
- Make sales tax payment (if required).
- Add major purchases (\$2,500+) as fixed assets to accounting system.

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Quarterly Bookkeeping Items To Do

- Make sales tax payment (if required).
- Prepare inventory count and restock as necessary.
- Submit payroll taxes based on federal, state, local laws.
- Research uncleared checks and transactions.
- Meet CPA or other advisor for tax planning.
- Hold quarterly meeting for Corporation compliance.
- Make estimated tax payment if owe \$1,000+ for current year.

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Annual Bookkeeping Items To Do

- Create annual budget and review against actual results.
- Update calendar at beginning of year with important dates.
- Prepare W2 forms.
- Prepare 1099-Misc for contractors paid \$600+ in the year.
- Take physical inventory and adjust accounting system.
- Update changes in unemployment insurance rate in accounting system.
- Hold Annual Meeting and document minutes for your Corporation Book for safe keeping.