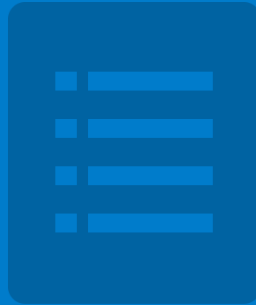


# Small Business Bookkeeping Tasks

Helping rad self-employed women embrace their inner money bad ass.



## Daily Tasks

- ☐ Check account balances
- ☐ Clear receipts from wallet
- ☐ File digital receipts
- ☐ Open financial mail & take action
- ☐ Enter time worked
- ☐ Invoice clients
- ☐ Log business mileage

## Weekly Tasks

- ☐ Log & categorize payments
- ☐ Log & categorize expenses
- ☐ Deposit checks or cash
- ☐ Update invoice tracking sheet
- ☐ Update inventory
- ☐ Send invoice reminders

## Monthly Tasks

- ☐ Reconcile all accounts
- ☐ Run & review profit & LOSS report
- ☐ Compare Profit & Loss to
- ☐ Previous month
- ☐ Run a Year to Date profit & LOSS report
- ☐ Review business budget
- ☐ Pay yourself
- ☐ Calculate tax sayings
- ☐ Transfer tax savings
- ☐ Check for business expenses in personal accounts
- ☐ Update home Office expenses
- ☐ Update auto expenses

## Quarterly Tasks

- ☐ Run & review profit & Loss
- ☐ Compare profit & Loss to previous quarter
- ☐ Make estimated tax payment
- ☐ Review 1099 tracking sheet
- ☐ Check in on financial goals

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