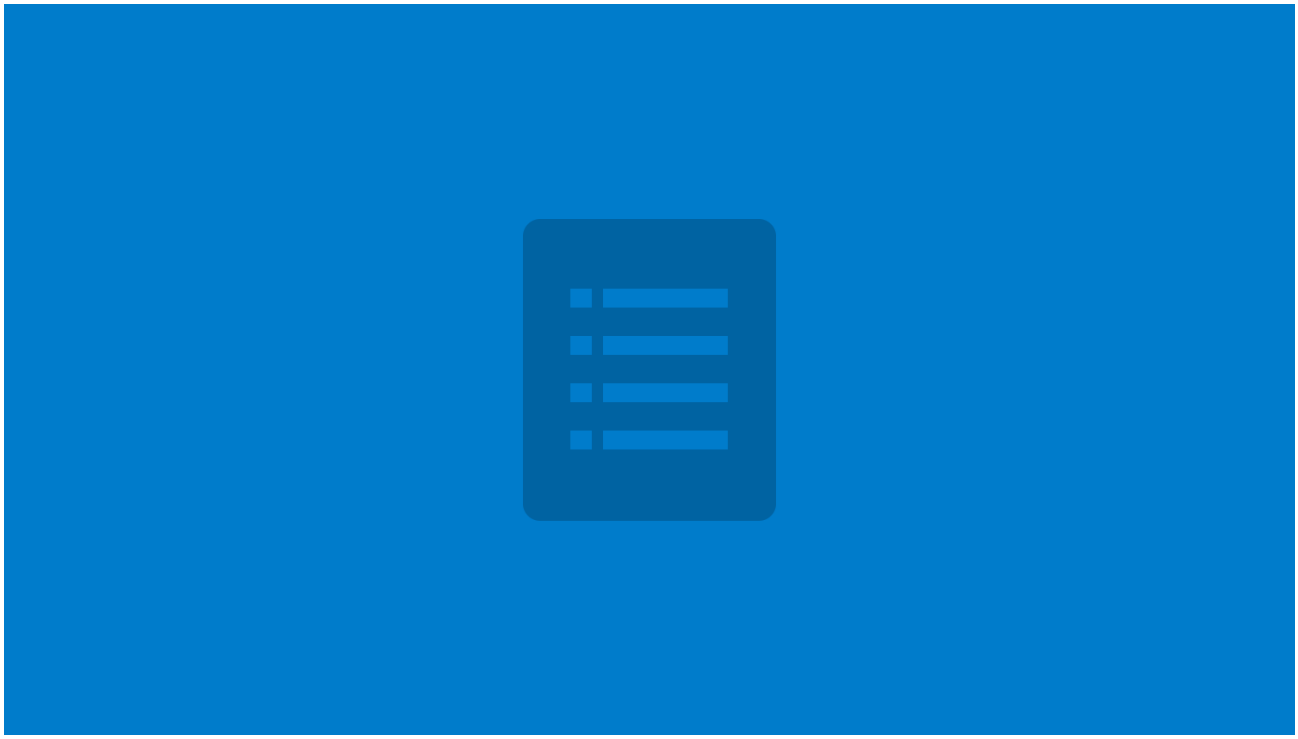
Small Business Bookkeeping Tasks

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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