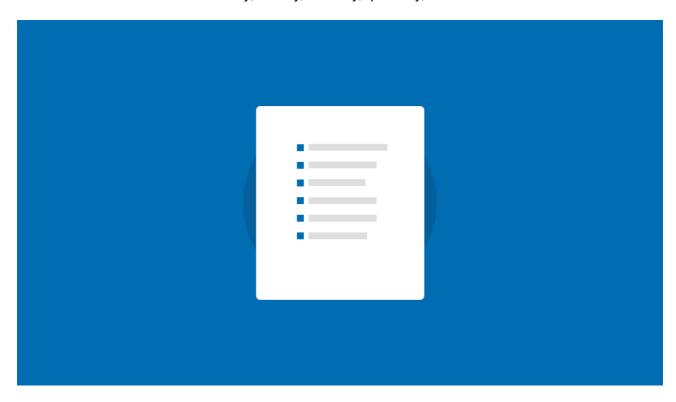
Small Business Basic Bookkeeping Checklist

It's simple if you do a little bit every day. To make things easier for you, here's a bookkeeping checklist for daily, weekly, monthly, quarterly, and annual tasks.



DAILY BOOKKEEPING

Check how much cash you have on hand

Be aware of incoming and outgoing payments

WEEKLY BOOKKEEPING

Record customer billings
Record vendor payments
Record customer payments
File vendor bills and payment records
Update payroll file
Make vendor payments
Prepare and send invoices
Review forecasted cashflow

MONTHLY BOOKKEEPING

	Balance the checkbook
	Dalatice the checkbook

Review aged receivables (past due customer payments)				
Check inventory and analyze its status				
Process and review payroll				
Meet payroll tax requirements				
Review profit and loss compared to budget and previous years				
Review month-end balance sheet				
QUARTERY BOOKKEEPING				
Evaluate annual profit and loss estimate				
Quarterly payroll payments				
Make quarterly sales tax payments				
Make income tax payments				
ANNUAL BOOKKEEPING				
Review aged receivables. Send to collections?				
Year-end inventory status analysis				
Fill out IRS forms				
Review full-year financial reports				
Review tax returns before giving them to accountant Make and Share Free Checklist checkli.com				