

Weekly Bookkeeping Tasks

Keep your business in good financial standing by making sure these bookkeeping tasks are done each week.

- ☐ Check your cashflow (do a quick P&L for the week's end, did your payments come in and go out)
- ☐ Check and balance your bank account
- ☐ Make sure all receipts and payments have been recorded
- ☐ Make sure all invoicing is up to date
- ☐ Send follow up emails to past due invoices (call if needed to ask when payment should be expected)
- ☐ Track your expenses
- ☐ Reimburse employees (note to add to upcoming paycheck (they shouldn't pay taxes on this or pay out of petty cash)
- ☐ Create a weekly budget for the following week for the business (lunches, cabs, supplies, etc)
- ☐ Deposit all checks and cash