

Bookkeeping Checklist

DAILY

- ☐ Record all income and expenses
- ☐ Keep digital or physical copies of all receipts and invoices
- ☐ Update bank and credit card transactions
- ☐ Categorize transactions properly in your bookkeeping system

WEEKLY

- ☐ Reconcile bank and credit card accounts
- ☐ Review and follow up on unpaid invoices (accounts receivable)
- ☐ Pay bills and manage vendor payments (accounts payable)
- ☐ Track cash flow to ensure positive balances
- ☐ Back up financial records

MONTHLY

- ☐ Generate and review Profit & Loss (P&L) and Balance Sheet
- ☐ Reconcile payroll records and employee payments
- ☐ Review business budget vs. actual expenses
- ☐ Check for tax-deductible expenses
- ☐ Set aside money for taxes

QUARTERLY

- ☐ Review and adjust business budget if needed
- ☐ File estimated quarterly tax payments
- ☐ Assess financial goals and performance
- ☐ Review inventory and update records (if applicable)
- ☐ Meet with a bookkeeper or accountant for insights

ANNUALLY

- ☐ Prepare financial statements for tax filing
- ☐ Organize receipts and documentation for tax deductions
- ☐ Close out book and reconcile all accounts
- ☐ Set business financial goals for the next year
- ☐ Meet with an accountant or tax professional for year-end planning

Need Help with Bookkeeping? Contact us!

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