



# Bookkeeping CHECKLIST



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## Weekly

- Check your bank balances
- Send customer invoices
- Check payments received & allocate to customer invoices
- Pay supplier invoices due
- Post transactions in your accounting software

## Monthly

- Reconcile your bank account
- Follow up unpaid customers
- Sort your receipts
- Payroll
- Review your profit & loss for the month
- Check tax liability and save

## Quarterly

- Make sure you have posted all transactions for quarter
- Prepare & submit your VAT Return (if VAT registered)
- Review your profit & loss for the quarter

## Annually

- Review your profit & loss for the year
- Prepare self-assessment/ annual accounts for Companies House
- Set your business goals for the next year & celebrate!

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