



YOUR WEEKLY BOOKKEEPING CHECK-IN

Your checklist for keeping your books tidy in just 1 hour each week!

- ☐ RAISE SALES INVOICES
- ☐ POST PURCHASE INVOICES
- ☐ POST ALL BANK & CASH RECEIPTS
- ☐ RECONCILE BANK ACCOUNT
- ☐ FOLLOW UP UNPAID INVOICES
- ☐ PAY SUPPLIER INVOICES
- ☐ UPDATE CASH FLOW
- ☐ SCHEDULE NEXT WEEK'S CATCH-UP

ACCOUNTS TO FOLLOW UP / NOTES

REMEMBER
Little & often
mean less
stress later!

NEED MORE SUPPORT WITH YOUR BUSINESS FINANCES?
VISIT **WWW.SANDSTONEBOOKKEEPING.CO.UK**