



**FREEBIE**

# Bookkeeping Checklist

*Weekly, Monthly,  
Quarterly, and Annual  
Tasks*

[www.hliaccountingservices.com](http://www.hliaccountingservices.com)

# Welcome!

I'm so happy you're taking the next steps to become a more confident business owner with my customizable Bookkeeping Checklist!

Keep in mind, every business has their own unique needs! Use this list as a starting point - not every checklist item is going to apply to your business (and you might need to add your own on the blank lines).

Here's what I'd recommend:

## PRINT A COPY + KEEP AT YOUR DESK

Weekly	Monthly	Quarterly	Annually
<input type="checkbox"/> Record Payments	<input type="checkbox"/> Download Bank Statements	<input type="checkbox"/> Pay Estimated Taxes	<input type="checkbox"/> Record Adjusting Journal Entries
<input type="checkbox"/> Enter + Pay Bills	<input type="checkbox"/> Categorize Transactions	<input type="checkbox"/> File Payroll Tax Returns	<input type="checkbox"/> Close Out Your Books
<input type="checkbox"/> Upload Any Receipts	<input type="checkbox"/> Reconcile Business Accounts	<input type="checkbox"/> File Sales Tax Returns	<input type="checkbox"/> Prepare Year-End Financials
<input type="checkbox"/> Invoice Customers	<input type="checkbox"/> Prepare Monthly Reports	<input type="checkbox"/> Change Passwords	<input type="checkbox"/> Issue 1099s & W-2s
<input type="checkbox"/> Check On Unpaid Invoices	<input type="checkbox"/> Cancel Unneeded Subscriptions	<input type="checkbox"/> Back Up Your Data	<input type="checkbox"/> File Income Taxes
<input type="checkbox"/> Make Any Deposits	<input type="checkbox"/> Run A/R Aging Report	<input type="checkbox"/> Perform Inventory Count	<input type="checkbox"/> Resolve Past Due
<input type="checkbox"/> Reconcile Petty Cash	<input type="checkbox"/> Update Vendor Information	<input type="checkbox"/> Review Quarterly Performance	<input type="checkbox"/> Clean Up Chart of Accounts
<input type="checkbox"/> Monitor Your Cash Balance	<input type="checkbox"/> Monitor Inventory Levels	<input type="checkbox"/>	<input type="checkbox"/> File State Taxes
<input type="checkbox"/> Enter + Review Timesheets	<input type="checkbox"/> Review Budget Variances	<input type="checkbox"/>	<input type="checkbox"/> File Franchise/Excise Taxes
<input type="checkbox"/> Run Payroll (if applicable)	<input type="checkbox"/> Distributions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/> Pay Property Taxes
<input type="checkbox"/> W-9s From New Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Update Your SOPs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Budget For Next Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Need some help figuring out which steps your business needs (or doesn't need) to worry about? I can help you find your answers.

# Weekly

- ☐ Record Payments
- ☐ Enter + Pay Bills
- ☐ Upload Any Receipts
- ☐ Invoice Customers
- ☐ Check On Unpaid Invoices
- ☐ Make Any Deposits
- ☐ Reconcile Petty Cash
- ☐ Monitor Your Cash Balance
- ☐ Enter + Review Timesheets
- ☐ Run Payroll (if applicable)
- ☐ W-9s From New Contractors
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Monthly

- ☐ Download Bank Statements
- ☐ Categorize Transactions
- ☐ Reconcile Business Accounts
- ☐ Prepare Monthly Reports
- ☐ Cancel Unneeded Subscriptions
- ☐ Run A/R Aging Report
- ☐ Update Vendor Information
- ☐ Monitor Inventory Levels
- ☐ Review Budget Variances
- ☐ Distributions (if applicable)
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Quarterly

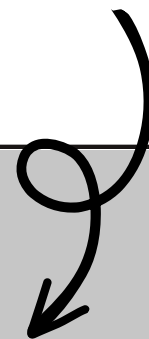
- ☐ Pay Estimated Taxes
- ☐ File Payroll Tax Returns
- ☐ File Sales Tax Returns
- ☐ Change Passwords
- ☐ Back Up Your Data
- ☐ Perform Inventory Count
- ☐ Review Quarterly Performance
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Annually

- ☐ Record Adjusting Journal Entries
- ☐ Close Out Your Books
- ☐ Prepare Year-End Financials
- ☐ Issue 1099s & W-2s
- ☐ File Income Taxes
- ☐ Resolve Past Due
- ☐ Clean Up Chart of Accounts
- ☐ File State Taxes
- ☐ File Franchise/Excise Taxes
- ☐ Pay Property Taxes
- ☐ Update Your SOPs
- ☐ Budget For Next Year
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



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