



## Bookkeeping Tasks Checklist for a Small Business

Effective bookkeeping is essential for maintaining the financial health of a small business.

### Daily Tasks

Daily bookkeeping focuses on keeping financial records current and monitoring immediate cash flow. These tasks are foundational for smooth operations and ensuring nothing is overlooked.

- ☐ **Record Transactions.** Enter all incoming and outgoing transactions into the accounting system. Keeping financial records up-to-date ensures accurate tracking of the business's financial activities.
- ☐ **Deposit Payments.** Deposit cash and check payments received into the business's bank account. This ensures funds are available for expenses and reduces the risk of lost or misplaced payments.
- ☐ **Summarize Cash Sales for the Day.** Create a daily summary of all cash sales and receipts to provide an overview of the day's revenue and maintain accurate financial records.
- ☐ **Monitor Cash Flow.** Track daily cash inflows and outflows. Identifying potential cash shortages early helps maintain operational stability.

### Weekly Tasks

Weekly bookkeeping focuses on staying on top of cash flow, tracking bills, and keeping records organized. These tasks help maintain financial stability and address short-term obligations.

- ☐ **Pay Bills.** Process and pay invoices for vendors and suppliers. Timely payment avoids late fees and maintains good vendor relationships.
- ☐ **Review Outstanding Invoices.** Follow up on unpaid customer invoices to ensure steady cash flow and reduce the risk of bad debt.
- ☐ **Financial Housekeeping.** Set aside time for tasks such as emailing account statements to clients or organizing receipts. Keeping records tidy ensures accurate reporting and good client communication.
- ☐ **Process Payroll.** Calculate employee wages, deduct payroll taxes, and issue paychecks or direct deposits. Processing payroll weekly ensures employees are paid on time and payroll taxes are accurately tracked.

### Monthly Tasks

Monthly bookkeeping emphasizes reconciling accounts, analyzing financial performance, and planning for the business's future. These tasks provide a clear picture of the business's financial health.

- ☐ **Reconcile Accounts.** Compare bank statements, credit card statements, and recorded transactions to ensure accuracy. This helps prevent errors and identifies discrepancies like unauthorized transactions.
- ☐ **Balance the Books.** Review all financial entries to confirm the business's accounts are balanced. This ensures the records are error-free and provides an accurate snapshot of financial health.



- ❑ **Generate Financial Reports.** Prepare income statements, balance sheets, and cash flow statements. Regular reporting gives insight into the business's financial performance.
- ❑ **Review Budget and Expenses.** Compare actual spending to the budget and make necessary adjustments. Monitoring this helps control costs and keep the business on track.
- ❑ **File Sales and Payroll Taxes.** Calculate and remit sales tax collected from customers and payroll taxes withheld from employees' wages to the appropriate authorities. Filing these taxes on time ensures compliance with tax regulations and avoids penalties.
- ❑ **Review Inventory Data.** Evaluate inventory levels and ensure records reflect actual stock. Accurate inventory data prevents overstocking or shortages.

### Quarterly Tasks

Quarterly bookkeeping focuses on compliance and strategic assessment. These tasks help the business remain tax-compliant and assess progress toward financial goals.

- ❑ **File Quarterly Taxes.** Submit estimated tax payments to federal and state authorities to avoid penalties and maintain tax compliance.
- ❑ **Evaluate Financial Goals.** Review the business's financial performance against set goals. This helps assess progress and informs planning for the next quarter.

### Annual Tasks

Annual bookkeeping tasks provide a comprehensive review of the business's financial performance and ensure compliance with tax and legal obligations.

- ❑ **Prepare Year-End Financial Statements.** Finalize income statements, balance sheets, and cash flow statements for the year. Comprehensive reporting provides a clear view of the business's overall financial health.
- ❑ **Prepare and Issue W-2s to Employees and 1099s for Contractors.** Create and distribute the required tax forms to employees and contractors. Proper filing ensures compliance with federal regulations.
- ❑ **Review Fixed Assets.** Assess the condition and value of fixed assets, such as equipment and property. This helps determine depreciation and plan for future investments.
- ❑ **Prepare and File Tax Returns.** Gather all necessary tax documents to file accurate federal, state, and local tax returns. Combining tax preparation and filing ensures compliance, simplifies the process, and avoids penalties.
- ❑ **Review Business Performance.** Analyze financial data to evaluate overall success and identify areas for improvement. Comprehensive analysis informs strategic planning for the upcoming year.
- ❑ **Renew Licenses and Permits.** Ensure all necessary business licenses and permits are renewed. Staying current with renewals keeps the business operational and legally compliant.