



Hi, I'm Bev from Alliance Bookkeeping

This checklist breaks your bookkeeping into small, manageable steps so you can stay organised, save time, and keep your records up to date—without the overwhelm.

Invoice Your Customers

 Send out invoices for any work or sales you have made

Try to do it daily so you don't miss any!

Pay Your Bills

 Pay your bills, no-one likes a late payer, even better avoid late payment fee's





Aim to do this weekly or monthly

Got Stock?


 If you hold stock, do a stocktake! Weekly, Monthly, Quarterly or Annually, your business, you decide.

I would not advise a Cake Maker to do annually though!



Get your st together!**

-  Check emails for invoices and receipts you may have missed
-  Download any invoices from any online accounts you have
-  Got paper receipts/invoices, add them to the mix
-  Any missing, Call, email your suppliers and ask for copies.

Log 'em

 You can record them however you like, Excel, the humble pen and paper but if you want to see what is going on throughout the year use Accounting Software, It's a no-brainer!

Matchy, Matchy

-  Download all your bank/credit card statements MONTHLY
-  Compare your bank statements with your accounting records to ensure they match. If they don't, go back to

Get your st together!**

Taxes / HMRC



Put money aside for HMRC throughout the year.

Nothing worse than a surprise bill, aim for 20-25% of your profit each month away to cover your Tax and National Insurance Contributions (Again software will help with this)

There are a number of Accounting Software's to choose from, there are free and low-cost options out there if you know where to look or who to ask 😊

If all this sounds like too much work, or it just doesn't float your boat, get a professional involved.

In the UK, accountancy and bookkeeping isn't considered a regulated profession.

This means that anyone can call themselves an accountant or bookkeeper without needing to be a member of a professional body, those with a professional body such as ICB, AAT, IAB, ACCA, CIMA, and ICAEW etc have to adhere to certain standards and qualifications in order to practise including Ethical Standards, Continuous Professional Development and Regulatory Compliance such as Anti Money Laundering (AML)