



BOOKKEEPING CHECKLIST

Stay organized, compliant, and audit-ready all year long.

Business: _____ Year: _____ Prepared by: _____

DAILY TASKS

✓	Task	Notes
☐	Record all incoming payments and deposits <i>Bank, PayPal, Stripe, etc.</i>	
☐	Log all outgoing payments and expenses <i>Credit card, checks, ACH</i>	
☐	Review and categorize transactions in accounting software <i>QuickBooks, Xero, etc.</i>	
☐	File or scan receipts for all purchases over \$75 <i>IRS documentation requirement</i>	
☐	Respond to or flag any billing inquiries	

WEEKLY TASKS

✓	Task	Notes
☐	Review accounts receivable — follow up on unpaid invoices	
☐	Review accounts payable — confirm upcoming bills are scheduled	
☐	Reconcile credit card transactions <i>Match receipts to statements</i>	
☐	Check cash flow position for the week ahead	
☐	Send any outstanding invoices to clients	
☐	Back up accounting data <i>Cloud or local backup</i>	

MONTHLY TASKS

✓	Task	Notes
☐	Reconcile all bank and credit card statements	
☐	Review profit & loss statement	



	<i>Compare to prior month</i>	
☐	Review balance sheet for accuracy	
☐	Reconcile payroll records to bank withdrawals	
☐	Review and pay sales tax (if applicable) <i>Check state filing dates</i>	
☐	Review aged receivables report — escalate overdue accounts	
☐	Categorize and review all expense transactions	
☐	Record depreciation entries (if applicable)	
☐	File or organize monthly statements and reports	
☐	Review budget vs. actuals	



QUARTERLY TASKS

✓	Task	Notes
☐	Prepare and review quarterly financial statements <i>P&L, Balance Sheet, Cash Flow</i>	
☐	File and pay quarterly estimated taxes (if applicable) <i>Due Jan 15, Apr 15, Jun 15, Sep 15</i>	
☐	File quarterly payroll tax returns (Form 941)	
☐	Review inventory levels (if applicable)	
☐	Review and update chart of accounts if needed	
☐	Meet with accountant or bookkeeper to review financials	
☐	Review all vendor and contractor payments for 1099 tracking	



ANNUAL TASKS

✓	Task	Notes
☐	Reconcile all accounts for year-end closing	
☐	Send 1099-NEC forms to all qualifying contractors <i>Due January 31</i>	
☐	Prepare and file W-2s for employees <i>Due January 31</i>	



☐	Close out income and expense accounts for year-end	
☐	Review and update fixed asset schedule	
☐	Gather documents for business tax return	
☐	Meet with CPA to review and file taxes	
☐	Review and renew business licenses and registrations	
☐	Archive prior year financial records (retain 7 years) <i>IRS record keeping requirement</i>	
☐	Set financial goals and budget for the new year	

Need help staying on top of your books? **Contact Gina Webb Accounting today.**

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