

## WEEKIY

- ☐ CHECK ACCOUNT BALANCES
- ☐ ENTER SALES
- ☐ MARK INVOICES AS PAID
- ☐ ORGANIZE EXPENSE RECEIPTS
- ☐ ENTER EXPENSES

## **MONTHLY**

- ☐ FOLLOW UP ON UNPAID INVOICES
- PAY EMPLOYEES, VENDORS, AND YOURSELF
- ☐ PAY SOURCE DEDUCTIONS
- ☐ RECONCILE ALL ACCOUNTS
- PRINT AND REVIEW FINANCIAL STATEMENTS

## **QUARTERLY**

- PAY TAX INSTALMENTS
- COMPARE PRIOR QUARTER BUDGET TO ACTUALS
- ☐ SET NEXT QUARTER'S BUDGET
- SEND COLLECTION LETTERS AS REQUIRED

## **YEARLY**

- ☐ SEND FINANCIAL STATEMENTS TO THE
  - ACCOUNTANT
- PAY TAXES OWED
- ☐ REVIEW ANNUAL STATEMENTS
- ☐ SET NEW YEAR'S BUDGET



<sup>\*</sup>These checklist items can be added to Google Tasks so you can assign and schedule them. They are then visible in your Google Calendar.