



BOOKKEEPING checklist

WEEKLY

- ☐ 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

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