



Essential Bookkeeping Checklist

Your Year-Round Task Tracker

The essential to-dos to check weekly, mid-month, monthly, quarterly, and annually!



Weekly

Enter transactions from your bank feed. Label it and assign it a category.

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Review your open invoices. Does anyone owe you money?

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Review your payment processors (Stripe, Square, etc).
Has anything declined?

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Mid-Month

Pay your bills.

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Pay yourself (if paying yourself 2x a month), and set some money aside for tax savings.

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Take a peek at your reports. Are you on track for the current month?

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Monthly

Reconcile all your bank and credit card accounts.

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Pay yourself for the month (or second half) and set some money aside for tax savings.

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Review your reports! How are you doing? Are you reaching your goals?

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Quarterly

Pay your estimated taxes. Should be a piece of cake if you've been saving each month!

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Review your quarterly reports and look at the bigger picture. Are you on track to meet your goals?

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Do you need to make adjustments for the next quarter?

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Annually

Catch up on bookkeeping for the year.

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Gather your documentation for your taxes and send it to your tax preparer.

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Reconcile all accounts with bank statements.

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Gather W9s for 1099s due by Jan 31.

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Collect business expenses paid from personal accounts.

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Perform physical inventory count and reconcile.

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Verify payroll records match your books.

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Review open receivables and follow up on collections.



Review open payables; ensure payments are made if on cash basis.



Review asset purchases; consult tax preparer for depreciation/expense.



Plan for the upcoming year: rates, payroll raises, expenses, and new costs.





Need Some Help? Let's Connect!

Have any questions about this checklist?
Or stuck on bookkeeping in general?

Send me a direct message on Instagram or
head to my website and schedule a call!



@CentsandBalance

www.centsandbalance.com