



# BOOKKEEPING

# Checklist

One way to stay on top of your finances is to establish a consistent bookkeeping routine. This can help you avoid any surprises at tax time, keep your cash flow healthy, and make informed business decisions. To help you get started, we've put together a Bookkeeping Checklist that outlines weekly, monthly, and annual tasks you should prioritize. By following this checklist, you can ensure that you're staying organized, compliant, and in control of your finances.

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## WEEKLY

- Record transactions
- Collect receipts and store them in your preferred location or accounting software
- Prepare and send invoices
- Pay bills
- Set aside a reasonable amount of your sales to a separate bank account for taxes.

## MONTHLY

- Reconcile bank statements and credit card statements
- Review inventory levels
- Process and review payroll
- Review accounts payable and accounts receivable reports
- Review financial statements (Balance Sheet, Income Statement, Statement of Cash Flow)

## ANNUALLY

- Review year-end amounts and compare to goals and budget
- Complete year-end inventory count
- File and pay taxes
- Set financial targets, goals, and budgets for next year

I hope this Bookkeeping Checklist has provided you with valuable insights and practical tips for managing your finances. Remember, bookkeeping is a crucial aspect of any business, and it's essential to keep accurate records to make informed decisions.

If you feel overwhelmed or need further assistance, don't hesitate to reach out. I'm always here to help you with your bookkeeping needs. Let's schedule a call, so we can discuss your business goals and how I can help you achieve them.



*Bookkeeping is not just about numbers, it's about interpreting the story that those numbers tell, and using that insight to help businesses make better decisions.*

*Amy Larkin*

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