

accounting checklist



DAILY

- Log into your bank account/credit cards (or Quickbooks) to review account activity & balances. (5-10 min)

WEEKLY

- If you invoice customers, review customer invoices - any outstanding (>30 days)? Send a reminder email with a payment link!! (Accounts receivable)
- Pay outstanding bills (Accounts Payable)

MONTHLY

• UPDATE BOOKKEEPING SOFTWARE (QuickBooks or Spreadsheet)

- Update & add all transactions on the banking page
- Download bank/cc statements & reconcile
- Review financial reports such as the profit and loss & balance sheet
- If you have a budget, review budget vs actuals (make edits, dream into the future)
- Pay state sales taxes if applicable

QUARTERLY

- Pay State (if applicable) and Federal Estimated taxes
- Review prior quarter financials

YEARLY

- Review your Profit and Loss for the year, compare to the previous year
- Review your Balance Sheet, compare to the previous year
- Make sure you have completed W9's for each contractor (i.e. anyone who provided a service to your business) - [find W9 form here](#)
- Make sure contractor W9 information is entered into QuickBooks
- Make sure you, your bookkeeper or CPA files the contractor 1099's by the end of January
- Prepare budget / projections for the next year
- Meet with CPA to file taxes!!