

Small Business Bookkeeping Checklist Stay Organized & Financially Healthy

Keeping track of your finances doesn't have to be overwhelming! Use this simple checklist to stay on top of your bookkeeping and keep your business running smoothly.

Daily Tasks



Record all income and expenses



Update your accounting software or spreadsheet



Keep digital and physical copies of receipts

Weekly Tasks



Reconcile bank transactions with records



Pay invoices and bills on time



Send invoices to clients/customers



Check cash flow status

Monthly Tasks



Reconcile bank and credit card statements



Review financial reports (profit & loss, balance sheet)



Set aside money for taxes



Track accounts receivable and follow up on unpaid invoices

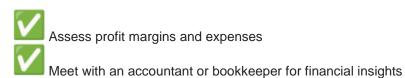
Quarterly Tasks



File estimated tax payments (if applicable)



Review financial goals and budget adjustments



Annual Tasks

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Prepare financial statements for tax filing



Review business performance and growth strategies



File tax returns and necessary compliance documents



Plan for the next year's budget and financial goals

Need Help with Bookkeeping?

Let us take the stress off your plate! Contact **Balance and Benefits** for expert bookkeeping, Fractional CFO and HR services.



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