



## 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



Assess profit margins and expenses



Meet with an accountant or bookkeeper for financial insights

### Annual Tasks



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

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### 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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