



## DAILY TASKS

- ☐ Record all sales invoices and daily receipts
- ☐ Monitor Accounts Receivables
- ☐ Record all purchase invoices and payments
- ☐ Manage Accounts Payables
- ☐ Update General Ledger

## WEEKLY TASKS

- ☐ Reconcile bank and credit card transactions
- ☐ Review Accounts Receivables & follow-up on overdue invoices
- ☐ Review vendor invoices and schedule payments
- ☐ Track and review payroll hours & prepare for processing

## MONTHLY TASKS

- ☐ Review and pay vendor bills
- ☐ Reconcile all bank and credit card accounts
- ☐ Prepare and process payroll including taxes & benefits
- ☐ Generate and review Profit & Loss Statement
- ☐ Review budget vs. actual performance

## **QUARTERLY TASKS**

- ☐ File quarterly estimated taxes
- ☐ Conduct physical inventory audit
- ☐ Insurance and benefits review for renewal
- ☐ Review and adjust pricing for services & products
- ☐ Review practice profitability by service type
- ☐ Meet with accountant in preparation for year end

## **ANNUAL TASKS**

- ☐ Prepare year end financial reports
- ☐ Conduct year end inventory count
- ☐ Review Fixed Assets
- ☐ Prepare and issue W-2s and 1099s to employees and contractors
- ☐ Prepare and file annual tax returns
- ☐ Schedule financial review with CPA
- ☐ Review and renew vendor contracts
- ☐ Review and update internal control and procedures

## **NEXT STEPS**

**Need help with any of the items on the Bookkeeping Checklist?**  
**Visit our [website](#), fill out the Contact Us form, and we'll be in touch shortly to see how we can support you each step of the way!**