

# Bookkeeping Checklist

## **WEEKLY**

- UPLOAD EXPENSE RECEIPTS AND DOCUMENTATION
- REVIEW EXPENSE TRANSACTIONS AND CATEGORIZE EXPENSES & DEPOSITS
- REVIEW AND PAY INVOICES

## **MONTHLY**

- RECONCILE CREDIT CARD & BANK STATEMENTS
- REVIEW YOUR BALANCE SHEET AND PROFIT & LOSS STATEMENTS
- REVIEW AND PAY INVOICES
- SEND INVOICES TO CLIENTS

## **QUARTERLY**

- PAY ESTIMATED TAX PAYMENTS
- SUBMIT QUARTERLY PAYROLL REPORTS & PAYMENTS
- PAY SALES TAX

