

# ACCOUNTING CHECKLIST

## DAILY

- REVIEW YOUR CASH STATUS
- OPEN YOUR MAIL
- ORGANIZE & FILE RECEIPTS
- RECORD TRANSACTIONS (PAYMENTS RECEIVED & MADE

## WEEKLY

- PAY BILLS
- SEND INVOICES
- REVIEW CASHFLOW (UNPAID BILLS, UNPAID INVOICES
- RECORD TRANSACTIONS

## MONTHLY YOU

- PAY BILLS
- SEND INVOICES
- REVIEW CASHFLOW (UNPAID BILLS, UNPAID INVOICES
- RECORD TRANSACTIONS

## MONTHLY YOUR ACCOUNTANT

- COPY OF BANK RECONCILIATION
- P&L, BALANCE SHEET
- REVIEW OF TAX PAYMENTS

## QUARTERLY YOU

- FILE QUARTERLY ESTIMATED TAX PAYMENTS
- REVIEW & FILE QUARTERLY PAYROLL REPORTS & SUBMIT PAYMENTS

## QUARTERLY YOUR ACCOUNTANT

- ESTIMATE & FILE QUARTERLY TAX PAYMENTS
- PAY SALES TAX
- P&L STATEMENTS
- REVIEW PAYROLL REPORTS

## ANNUALLY YOU

- FILL OUT IRS W-2 & 1099
- REVIEW INVENTORY
- UPDATE CHANGES IN UNEMPLOYMENT INSURANCE RATE

## ANUALLY YOUR ACCOUNTANT

- PROVIDE AND REVIEW FULL-YEAR FINANCIAL REPORT
- CATEGORIZE MAJOR PURCHASES
- SUBMIT TAX RETURNS