

Small-Business Bookkeeping Checklist

Clean books make tax time painless and help you actually see how your business is doing. Use the monthly list every month, and the year-end list before you hand things to an accountant.

RHYTHM

Weekly · monthly · quarterly · year-end

Every week

Task	Done
Record income and sales	<input type="checkbox"/>
Enter and categorize expenses	<input type="checkbox"/>
Save and label receipts	<input type="checkbox"/>
Send invoices and follow up on unpaid ones	<input type="checkbox"/>

Every month

Task	Done
Reconcile every bank and card account	<input type="checkbox"/>
Review profit and loss	<input type="checkbox"/>
Set aside money for taxes	<input type="checkbox"/>
Pay or schedule bills	<input type="checkbox"/>
Back up your records	<input type="checkbox"/>

Every quarter

Task	Done
Make estimated tax payments	<input type="checkbox"/>
Review who owes you and who you owe	<input type="checkbox"/>
Check sales-tax filings	<input type="checkbox"/>

Review category trends	■
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Year-end

Task	Done
Reconcile all 12 months	■
Collect W-9s and prepare 1099s for contractors	■
Run a full profit-and-loss and balance sheet	■
Gather receipts and asset purchases	■
Book a session with a licensed accountant	■

A bookkeeper keeps the records clean; a CPA or Enrolled Agent files the return. Many small businesses use both.

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