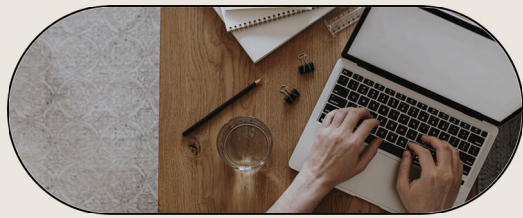


DIY BOOKKEEPING CHECKLIST



DAILY TO-DO'S

- ☐ Review cash accounts
 - Confirm cash in and cash out for the day.
 - Review ending balance.
- ☐ Categorize any income or expenses in bookkeeping software that occurred
 - Allows for up-to-date financial reports as needed throughout the month.

WEEKLY TO-DO'S

- ☐ Review and reconcile bank and credit card accounts
 - Confirm ending weekly balance on statements match bookkeeping software.
- ☐ Review and pay vendor invoices
- ☐ Send invoices for work performed
- ☐ Organize receipts and documentation

MONTHLY TO DO'S

- ☐ Run payroll if applicable
- Review balance sheet and income statement
 - Review financial performance and high level overlook to spot issues or errors
- ☐ Follow up on past-due invoices
- ☐ Follow up on outstanding check payments that have not cleared bank yet

QUARTERLY TO-DO'S

- ☐ Pay estimated tax payments
- ☐ Evaluate and compare profit and loss to previous quarters to evaluate financial health
- ☐ Submit quarterly payroll reports and payments

YEARLY TO-DO'S

- ☐ File annual IRS forms - W-2s, 1099s
- ☐ Close out books after all debts are paid
- ☐ Print financial reports for tax return