

**FREEBIE**

# BOOKKEEPING CHECKLIST

*Weekly, Monthly, Quarterly,  
and Annual Tasks*

[www.dennisonbookkeeping.com](http://www.dennisonbookkeeping.com)

# WELCOME!

I'm so happy you're taking the next steps to become a more confident business owner with my customizable Bookkeeping Checklist!

Keep in mind, every business has their own unique needs! Use this list as a starting point – not every checklist item is going to apply to your business (and you might need to add your own on the blank lines).

Here's what I'd recommend:

## PRINT A COPY + KEEP AT YOUR DESK

The image displays two preview cards for bookkeeping checklists. The left card is titled 'WEEKLY' and 'MONTHLY' and lists 20 tasks such as 'Record Payments', 'Download Bank Statements', 'Reconcile Business Accounts', and 'Prepare Monthly Reports'. The right card is titled 'QUARTERLY' and 'ANNUALLY' and lists 20 tasks such as 'Pay Estimated Taxes', 'File Payroll Tax Returns', 'File Sales Tax Returns', and 'File State Taxes'. Both cards have a blue header and footer with the website URL 'www.dennisonbookkeeping.com'.

Need some help figuring out which steps your business needs (or doesn't need) to worry about? I can help you find your answers.

# WEEKLY

- Record Payments
- Enter + Pay Bills
- Upload Any Receipts
- Invoice Customers
- Check On Unpaid Invoices
- Make Any Deposits
- Reconcile Petty Cash
- Monitor Your Cash Balance
- Enter + Review Timesheets
- Run Payroll (if applicable)
- W-9s From New Contractors
- 
- 
- 

# MONTHLY

- Download Bank Statements
- Categorize Transactions
- Reconcile Business Accounts
- Prepare Monthly Reports
- Cancel Unneeded Subscriptions
- Run A/R Aging Report
- Update Vendor Information
- Monitor Inventory Levels
- Review Budget Variances
- Distributions (if applicable)
- 
- 
- 
-

# QUARTERLY

# ANNUALLY

- Pay Estimated Taxes
- File Payroll Tax Returns
- File Sales Tax Returns
- Change Passwords
- Back Up Your Data
- Perform Inventory Count
- Review Quarterly Performance
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Record Adjusting Journal Entries
- Close Out Your Books
- Prepare Year-End Financials
- Issue 1099s & W-2s
- File Income Taxes
- Resolve Past Due
- Clean Up Chart of Accounts
- File State Taxes
- File Franchise/Excise Taxes
- Pay Property Taxes
- Update Your SOPs
- Budget For Next Year
- \_\_\_\_\_
- \_\_\_\_\_



WANT MORE  
FREE  
RESOURCES  
LIKE THIS?

