

THE WISER MISER, LLC PRESENTS

REGULAR

BOOKKEEPING TASKS

WHAT TO DO + WHEN



BOOKKEEPING CHECKLIST



DAILY/WEEKLY

- Record transactions
- Deposit payments received
- Pay bills & invoices
- Send invoices

MONTHLY

- Reconcile accounts
- Followup on old invoices
- File receipts
- Cash flow check-in

QUARTERLY

- Pay estimated taxes (income, sales, etc)
- Detailed cash flow forecast
- Run Profit & Loss (P&L) and compare against prior year

ANNUALLY

- Get W9s for contractors
- Create and file 1099s for contractors
- Prepare full year financial reports
- Create new annual cash flow forecast
- Report on inventory