



**Helping entrepreneurs and small business owners tackle the never ending to do list**

## **Bookkeeping Services Checklist:**

~Please note some tasks listed may not apply to your business~

### Weekly

- Manage bank feed
- Record transactions
- Document and file receipts
- Review unpaid bills from vendors
- Pay vendors
- Prepare and send invoices
- Review projected cash flow

### Monthly

- Reconcile bank feed
- Review past-due receivables
- Analyze inventory status
- Process payroll and tax payments
- Review Profit & Loss statement
- Review Balance Sheet

### Quarterly

- File estimated quarterly taxes
- Review quarterly payroll reports
- Review sales tax and make payments
- Prepare year-to-date profit and loss estimate

### Annual

- Review past-due receivables
- Review inventory
- Complete W-2 and 1099 forms
- Review and approve year end financials for tax preparation

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