



AMBITIOUS
management

Bookkeeping Checklist

*Weekly, Monthly, Quarterly,
and Annual Tasks*

www.ambitiousmgmt.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

Weekly	Monthly	Quarterly	Annually
<input type="checkbox"/> Record Payments	<input type="checkbox"/> Download Bank Statements	<input type="checkbox"/> Pay Estimated Taxes	<input type="checkbox"/> Record Adjusting Journal Entries
<input type="checkbox"/> Enter + Pay Bills	<input type="checkbox"/> Categorize Transactions	<input type="checkbox"/> File Payroll Tax Returns	<input type="checkbox"/> Close Out Your Books
<input type="checkbox"/> Upload Any Receipts	<input type="checkbox"/> Reconcile Business Accounts	<input type="checkbox"/> File Sales Tax Returns	<input type="checkbox"/> Prepare Year-End Financials
<input type="checkbox"/> Invoice Customers	<input type="checkbox"/> Prepare Monthly Reports	<input type="checkbox"/> Change Passwords	<input type="checkbox"/> Issues 1099s & W-2s
<input type="checkbox"/> Check On Unpaid Invoices	<input type="checkbox"/> Cancel Unneeded Subscriptions	<input type="checkbox"/> Back Up Your Data	<input type="checkbox"/> File Income Taxes
<input type="checkbox"/> Make Any Deposits	<input type="checkbox"/> Run A/R Aging Report	<input type="checkbox"/> Perform Inventory Count	<input type="checkbox"/> Resolve Past Due
<input type="checkbox"/> Reconcile Petty Cash	<input type="checkbox"/> Update Vendor Information	<input type="checkbox"/> Review Quarterly Performance	<input type="checkbox"/> Clean Up Chart of Accounts
<input type="checkbox"/> Monitor Your Cash Balance	<input type="checkbox"/> Monitor Inventory Levels	<input type="checkbox"/>	<input type="checkbox"/> File State Taxes
<input type="checkbox"/> Enter + Review Timesheets	<input type="checkbox"/> Review Budget Variances	<input type="checkbox"/>	<input type="checkbox"/> File Franchise/Excise Taxes
<input type="checkbox"/> Run Payroll (if applicable)	<input type="checkbox"/> Distributions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/> Pay Property Taxes
<input type="checkbox"/> W-9s From New Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Update Your SOPs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Budget For Next Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Annually

- 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
- _____
- _____



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