



# BOOKKEEPING CHECKLIST

## Monthly & Quarterly Tasks



### MONTHLY TASKS

Review Aged Receivables

Analyze Inventory

Review Financial  
Statements & Budget

Run a Trial Balance  
Report

### QUARTERLY TASKS

Quarterly Payroll Reports &  
Payments

Sales Tax & Quarterly  
Payments

Income Tax & Payment

Compare Amounts to  
Projections



# BOOKKEEPING CHECKLIST

## Annual Tasks



## ANNUAL TASKS

**Review Past-Due  
Receivables**

**Review Inventory**

**Fill Out IRS Forms**

**Review and Approve  
Full-Year Tax Returns**

**Review Financial Reports**

## IRS Deadlines

**February 1 - Deadline for  
W-2's and 1099's**

**February 28 - Deadline  
for filing with the IRS**