

Small business accounting checklist

Daily, weekly, monthly, quarterly and year-end tasks can help you stay organized, reduce the risk of errors and make tax season less stressful.



DAILY



Keep accurate records of money coming in and going out to simplify financial management.

- ☐ Record daily sales
- ☐ Reconcile deposits
- ☐ Track petty cash
- ☐ Organize receipts

WEEKLY



Review payments and expenses to catch outstanding invoices and stay organized.

- ☐ Review accounts payable
- ☐ Follow up on unpaid invoices
- ☐ Categorize expenses

MONTHLY



Monitor your financial health, identify trends and prepare for upcoming expenses.

- ☐ Reconcile bank statements
- ☐ Manage payroll
- ☐ Run profit-and-loss reports
- ☐ Review cash flow
- ☐ Set aside estimated taxes

QUARTERLY



Review financial records and stay on track with important tax obligations.

- ☐ Pay estimated taxes, if required
- ☐ Review payroll reports
- ☐ Assess financial statements

YEAR-END



Organize financial records and prepare for tax filing and the year ahead.

- ☐ Gather annual tax documents
- ☐ Review depreciation schedules
- ☐ Reconcile inventory, if applicable
- ☐ Issue 1099s and W-2s
- ☐ Evaluate accounting methods