

Sample Bookkeeping To-Do List: Company w/ Employees

As They Happen

Receive, record and make deposits

Billing issues, e-mail, open mail

Weekly

Enter credit card receipts or sync with bank

Enter and pay bills

Go to bank websites and download recent transactions

Enter any transactions not in QuickBooks or accounting software, Excel, etc

Monitor credit card balances

Monitor checking account balances

Twice Monthly

Run Payroll (1st and 16th)

Enter client billing sheets

Monthly

Pay 941 taxes by the 15th through EFTPS or your payroll software

Process billing – try to have billing out by the 4th

Reconcile bank and credit card statements at statement end date

Run A/R reports, follow-up

Run and analyze P&L

Quarterly

Pay estimated income taxes

Process & pay Quarterly Payroll reports – 941, L&I, SUTA

File and pay quarterly City/County Tax

Run and analyze all reports for the quarter, compare with previous year

Annual

Process and file W-2's, 1099's

Prepare and file 940

Prepare and file WA B&O Tax form

Prepare & file income tax return

Good Businesses Keep Good Books

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