

# Sample Bookkeeping To-Do List: Company Without Employees

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## 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

Enter client billing sheets

## Monthly

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 taxes with IRS  
File and pay quarterly City/County Tax  
Run and analyze all reports for the quarter, compare with previous year

## Annual

Process and file 1099's  
Prepare and file WA B&O Tax form

**Good Businesses Keep Good Books**