

CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game



SET UP A CHART OF ACCOUNTS:

Create and organize categories for your income, expenses, assets, liabilities, and equity: Start by identifying the main categories that align with your business operations. For example, under expenses, you may have subcategories like rent, utilities, marketing, and office supplies. Keep it simple and relevant to your business.

Assign appropriate account codes to ensure accurate record-keeping: Use a consistent numbering or coding system for each account to streamline your bookkeeping process. This helps you quickly locate and classify transactions. For instance, you might assign account code "4000" for all advertising expenses.



ESTABLISH A BOOKKEEPING SYSTEM:

Choose a reliable bookkeeping software or system that suits your business needs: Research different software options and consider factors such as ease of use, scalability, and compatibility with your existing systems. Popular options include QuickBooks, Xero, or Wave.

Set up a filing system for organizing receipts, invoices, and financial documents: Create folders or digital folders for different types of documents. Label them clearly and consistently, making it easy to find specific records when needed. Consider using cloud storage for convenient access and backup.

CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game



RECORD DAILY TRANSACTIONS:

Enter all financial transactions, including sales, expenses, and payments, into your bookkeeping system: Consistency is key. Make it a habit to record transactions daily or at least weekly. Capture essential details such as the date, amount, description, and relevant account codes to ensure accurate and comprehensive records.

Reconcile bank and credit card statements regularly to ensure accuracy: Compare your bookkeeping records with your bank and credit card statements to identify any discrepancies. This process helps you catch errors or missing transactions, ensuring your records align with the actual financial activity.



MONITOR CASH FLOW:

Track your cash inflows and outflows to maintain a healthy financial position: Keep a close eye on your cash flow by regularly reviewing your income and expenses. Understanding your cash flow patterns allows you to anticipate any potential shortfalls and take proactive measures to address them.

Review cash flow projections and make necessary adjustments to meet financial obligations: Use historical data and future projections to forecast your cash flow. This helps you anticipate periods of high or low cash availability, enabling you to adjust your expenses, payment schedules, or pursue additional funding if needed.

CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game



PERFORM BANK RECONCILIATION:

Compare your bookkeeping records with bank statements to identify discrepancies: Match the transactions recorded in your bookkeeping system with those reflected in your bank statement. Check for any missing or duplicate entries, as well as any discrepancies in amounts or dates.

Investigate and resolve any discrepancies to ensure accurate financial reporting: If you discover discrepancies, investigate the root cause and rectify any errors. This ensures that your financial reports accurately reflect your business's financial position and performance.



TRACK ACCOUNTS RECEIVABLE AND PAYABLE:

Stay on top of outstanding customer invoices and follow up on overdue payments: Implement a system to track and manage customer invoices. Regularly review outstanding balances, send reminders, and follow up with customers to ensure timely payments.

Manage vendor invoices and ensure timely payments to maintain good relationships: Keep track of the invoices you receive from suppliers or vendors. Establish clear payment terms and due dates, and prioritize timely payments to maintain good relationships and avoid late fees or penalties.

CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game



GENERATE FINANCIAL REPORTS:

Prepare regular financial statements, including income statements, balance sheets, and cash flow statements: Generate these reports on a monthly, quarterly, or annual basis, depending on your business needs. Financial statements provide a comprehensive overview of your business's financial performance and position.

Analyze financial reports to gain insights into your business performance and make informed decisions: Take the time to review and analyze your financial statements. Look for trends, identify areas of strength or weakness, and use the information to inform your business strategies and decisions.



REVIEW AND ADJUST:

Regularly review your financial records and reports for accuracy and consistency: Conduct periodic reviews of your bookkeeping records, ensuring that transactions are accurately recorded, classified, and coded. Look for any inconsistencies or errors that may require correction.

Make adjustments as needed to ensure compliance with accounting principles and tax regulations: Stay updated with accounting principles and tax regulations that apply to your business. If necessary, consult with a professional to ensure your bookkeeping practices align with the latest standards and requirements.

CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game



SEEK PROFESSIONAL HELP:

Consult with a bookkeeper or accountant to ensure your bookkeeping practices are sound: Consider working with a professional who specializes in small business bookkeeping. They can provide guidance, answer questions, and ensure your bookkeeping processes are efficient and accurate.

Get expert advice on tax planning, financial analysis, and strategic decision-making: A bookkeeper or accountant can offer valuable insights and advice on tax planning strategies, financial analysis, and strategic decision-making. Their expertise can help you optimize your financial management practices and drive business growth.

Remember, implementing these actionable tips can help you stay organized, make informed decisions, and achieve financial success in your small business.

REACH US



www.strategicbooksllc.com



[@strategicbooksllc](https://www.instagram.com/strategicbooksllc)



info@strategicbooksllc.com



<https://calendly.com/strategicbooksllc/discoverycall>

BONUS CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game

WEEKLY BOOKKEEPING CHECKLIST:

- Review and categorize expenses: Go through your business expenses and ensure they are properly categorized. This helps maintain accurate records and makes tax filing easier.
- Follow up on outstanding invoices: Check for any unpaid customer invoices and send reminders or follow-up emails to ensure timely payment.
- Update cash flow projections: Review your cash flow projections based on the previous week's performance. Make adjustments as necessary to stay on top of your finances.
- Reconcile bank accounts: Compare your bank statements with your bookkeeping records to reconcile any discrepancies.
- Backup your data: Regularly back up your bookkeeping data to prevent data loss and ensure you have a secure backup.

BIWEEKLY BOOKKEEPING CHECKLIST:

- Process payroll: If you have employees, calculate and process payroll, ensuring accurate deductions for taxes, benefits, and any other applicable items.
- Review and update vendor records: Check vendor information, such as contact details and payment terms, and update them if necessary.
- Analyze financial reports: Generate and review financial reports, such as profit and loss statements and balance sheets, to gain insights into your business's financial health.

BONUS CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game

BIWEEKLY BOOKKEEPING CHECKLIST:

- Review inventory levels: Assess your inventory levels and make any necessary adjustments to ensure optimal stock levels and avoid inventory shortages or excesses.
- Conduct a budget review: Compare your actual expenses and revenues against your budget to track performance and identify areas for improvement.

MONTHLY BOOKKEEPING CHECKLIST:

- Close the books: Complete the necessary steps to close your financial books for the month, ensuring all transactions are recorded and accounted for.
- Perform account reconciliations: Reconcile all major accounts, such as bank accounts, credit cards, and loans, to ensure accuracy and identify any discrepancies.
- Review and file sales tax returns: If your business collects sales tax, review your sales records and file sales tax returns with the appropriate tax authorities.
- Review aging reports: Analyze accounts receivable and payable aging reports to identify overdue payments or outstanding bills. Follow up with customers or vendors accordingly.
- Prepare financial statements: Generate comprehensive financial statements, including income statements, balance sheets, and cash flow statements, for the month.

BONUS CHECKLIST

Stay on Top of Your Small Business Bookkeeping Game

QUARTERLY BOOKKEEPING CHECKLIST:

- Review estimated tax payments: Assess your estimated tax payments and ensure they align with your business's financial performance. Make any necessary adjustments to avoid underpayment or overpayment.
- Perform a physical inventory count: If you have physical inventory, conduct a thorough count to reconcile your records with actual stock on hand.
- Review business goals and performance: Evaluate your progress toward your business goals and assess your financial performance over the quarter. Use this information to make strategic adjustments and plan for the next quarter.
- Review and update budgets: Review your budget for the upcoming quarter and update it based on your business's changing needs and goals.
- Evaluate bookkeeping processes: Reflect on your bookkeeping processes and identify any areas for improvement or automation. Streamlining your processes can save time and reduce errors.

Remember to adapt these checklists to suit the specific needs and requirements of your business. Regular bookkeeping tasks help you maintain accurate records, track your financial performance, and make informed decisions for the success of your business.

Disclaimer: Please note that while I can provide general bookkeeping information and guidance, I am not your personal bookkeeper or accountant. The information provided here is for educational purposes only and should not be considered as professional advice or a substitute for consulting with a qualified bookkeeper or accountant. Every business has unique financial circumstances, and it is important to seek professional help to ensure compliance with accounting principles, tax regulations, and specific business needs. Always consult with a professional for personalized assistance regarding your bookkeeping and financial matters.