

ACCOUNTING CHECKLIST FOR SMALL BUSINESSES

1

DAILY

- ✓ Review your daily cash flow
- ✓ Record transactions (both what's coming in and what's going out)
- ✓ File receipts

2

WEEKLY

- ✓ Review your weekly cash flow
- ✓ Process payroll
- ✓ Send out invoices
- ✓ Pay your vendors
- ✓ Review any unpaid bills

3

MONTHLY

- ✓ Ensure all account balances reflect the reported revenue and expenses.
- ✓ Take inventory (if applicable)
- ✓ Excise Tax Filings
- ✓ Payroll taxes paid
- ✓ Review any overdue items

4

QUARTERLY

- ✓ Review quarterly payroll statements
- ✓ Calculate and file your quarterly income tax payments
- ✓ Create a profit and loss statement

5

YEARLY

- ✓ Fill out IRS W-2 and 1099 forms
- ✓ Tax filings/ 280 E deductions
- ✓ Year-End Inventory Status Analysis
- ✓ Gather documentation for Invoices, Bills, and Receipts
- ✓ Set budget/financial goals for next year

Contact the Green Space team to learn how we can help your business!

