



Bookkeeping Service Task List

Weekly or Bi-monthly

Table with 7 rows of tasks: Enter deposits and payments, Enter payables and receivables, Pay bills and print checks, Follow up on past due accounts, Enter payroll and print payroll checks, Do job cost allocations.

\*Pricing may vary depending on the complexity of the work and/or large volume of transactions.

Monthly

Table with 9 rows of tasks: Enter principle and interest on any loan payments, Review AR and create customer statements, Review AP statements against possible missing or past due invoices to be paid, Reconcile and pay sales tax (monthly filers only), Reconcile all bank and credit card accounts, Create/ review monthly profit and loss and balance sheet statements, Create/ review monthly inventory, sales and other reports, Review transactions classifications (expense), Fix unapplied customer payments and credits, Estimate taxes, set aside 20-30% of net monthly profit in a savings account for estimated year-end taxes.

Quarterly

Table with 4 rows of tasks: Reconcile and pay sales tax (quarterly filers only), Create/ review quarterly profit and loss and balance sheet statements, Create/ review quarterly inventory and sales reports, Pay estimated taxes (if pay quarterly).

Yearly

Table with 3 rows of tasks: Prepare year-end vendor statements and 1099 and 1096, File and pay sales tax (if an annual filer), Prepare materials for accountant.

