CLOUD ACCOUNTANTS ✦

FREE GUIDE FOR US SMALL BUSINESSES

The Small Business Bookkeeping Checklist

Everything you need to do weekly, monthly, quarterly, and at year-end to stay tax-ready, cash-flow confident, and audit-proof — without the overwhelm.

Prepared by Cloud Accountants LLC • Remote bookkeeping, tax & payroll for US small businesses • cloudaccountantsllc.com

Your all-year bookkeeping routine

Print this out or save it. Tick each box as you go — consistency is what keeps your books clean and your taxes painless.

WEEKLY ~15 minutes

- [ ] Record and categorize every income and expense transaction
- [ ] Snap and file receipts (use an app so nothing gets lost)
- [ ] Send invoices promptly and follow up on anything overdue
- [ ] Set aside money for taxes as revenue comes in
- [ ] Check your bank balance against expected cash flow

MONTHLY ~1 hour

- [ ] Reconcile every bank and credit card account to the statement
- [ ] Review your Profit & Loss statement — are you actually profitable?
- [ ] Review outstanding invoices (A/R) and unpaid bills (A/P)
- [ ] Pay yourself and process payroll; confirm tax withholdings
- [ ] Separate personal and business spending — every time
- [ ] Back up your books and confirm your software is in sync

QUARTERLY ~2 hours

- [ ] Calculate and pay estimated quarterly taxes (avoid IRS penalties)
- [ ] File and remit sales tax in every state where you owe it
- [ ] Review your balance sheet and compare quarter over quarter
- [ ] Check profit margins and trim recurring expenses you don't use
- [ ] Confirm contractor (W-9) info is on file before year-end

> **Tip:** Missing quarterly estimated payments is the #1 avoidable cost we see. If your business owes $1,000+ in tax for the year, the IRS generally expects payments four times a year — not just in April.

YEAR-END Dec – Jan

- [ ] Reconcile all accounts for all 12 months — no gaps
- [ ] Send 1099-NEC forms to contractors you paid $600+ (due Jan 31)
- [ ] Issue W-2s to employees (due Jan 31)
- [ ] Finalize your P&L and balance sheet for the year
- [ ] Gather receipts for deductions: home office, mileage, equipment, software
- [ ] Review inventory and write off bad debt if applicable
- [ ] Hand clean, categorized books to your tax preparer

7 signs it's time to hire a bookkeeper

- [ ] You're weeks (or months) behind and dread opening your books
- [ ] You're not sure if you're actually profitable right now
- [ ] Tax season is a scramble of receipts and guesswork
- [ ] Personal and business finances are tangled together
- [ ] You've missed an estimated tax payment or a filing deadline
- [ ] You're spending time on books that you could spend earning
- [ ] You're growing and the numbers are getting too complex to DIY

> **The honest truth:** most owners can do the weekly tasks. It's the reconciliations, payroll, sales tax, and year-end filings where things slip — and where a good bookkeeper pays for themselves.

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Rather not do this yourself?

We handle the whole checklist for US small businesses — remote bookkeeping, reconciliations, payroll, sales tax, and tax-ready reports every month. QuickBooks and Xero certified. Book a free, no-pressure consultation and we'll review your current books and recommend the right plan.

Book your free consultation →

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