

# Bookkeeping Checklist

## Annual

- After all accounts are reconciled, pull the most recent reconciliation report and review
- Research any discrepancies in the reconciliation report and follow up with anyone who has not cashed an outstanding check - clear stale transactions if necessary
- Run an Accounts Receivable Aging report - follow up with any past due amounts
- Run an Accounts Payable Aging report - request statements from vendors to confirm open balances if necessary
- Run a Profit & Loss by month and confirm that fixed monthly expenses are the same across the board - any large shifts may be cause for further examination
- Run a Balance Sheet through the last day of the quarter - ensure that there are no negative balances
- Run a Expenses by Vendor report for the whole year - if any one vendor was paid more than \$600, ensure their tax information is on file for 1099s
- Send fillable W9s to any vendors who's tax information is missing so that 1099s can be sent by January 31st