

Bookkeeping Checklist

Quarterly

- Complete all the tasks on the monthly bookkeeping checklist for the last month of the quarter
- Once you have reconciled all accounts, pull reconciliation reports for each and confirm that the statement balance and the ending balance for the quarter match up
- 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
- File any necessary quarterly reports - payroll reports or estimated tax payments may be due to governing authorities