General Accounting Checklist

Centennial Accounting Group — Downloadable Template

Daily

- ■ Record all cash and credit card sales
- ■ Enter new customer invoices
- ■ Log payments received
- ■ Save digital copies of receipts

Weekly

- ■ Reconcile bank feed transactions
- ■ Enter vendor bills and schedule payments
- ■ Follow up on overdue invoices
- ■ Review cash position and 4-week outlook

Monthly

- ■ Complete month-end close checklist
- ■ Reconcile all bank and credit card accounts
- ■ Run and review P&L and Balance Sheet
- ■ Compare actual vs. budget

Quarterly

- ■ File estimated income tax payments
- ■ File payroll tax returns (941)
- ■ File sales tax returns
- ■ Review pricing, margins, and cash flow forecast

Annually

- ■ Complete year-end close checklist
- ■ File income tax return

- [ ] Issue 1099s and W-2s
- [ ] Review insurance and business licenses

Prepared by _____ Date _____ Reviewed by _____