

# Bookkeeping Checklist

## Weekly Bookkeeping

- Record expenses
- Record bills received and pay bills due
- Record expenses to be reimbursed and print checks
- Record donations received
- Send acknowledgement letters for new donors and major gifts
- Prepare and send invoices, record invoice payments
- Record all other income
- Deposit cash and checks in bank
- Process payroll and post journal entries as needed
- Review cash balance and cash flow



## Monthly Bookkeeping

- Complete bank reconciliations for bank and credit card accounts
- Review aged receivables report and send statement for past due invoices
- Post write-off journal entry for bad debts
- Post fixed asset depreciation journal entry
- Accrue interest on lines of credit or loans
- Check inventory status of supplies
- Complete any federal or state payroll reports due
- Make payroll tax payments due
- Review financial reports
  - Income statement for the month compared to prior month, prior year, and budget
  - Balance sheet and fund balances

