

Monthly Bookkeeping Checklist

January

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Call banks to get 12.31 balances on loans
- Start Collecting 1099's from customers
- Prepare information to file 1099's for Vendors
- Make Monthly Payroll Tax Deposit by 1/15
- File Quarterly Payroll Tax Report (941) by 1/31
- File Quarterly Sales Tax Report by 1/20
- Pay Quarterly Sales Tax Liability by 1/20
- Pay State Unemployment Liability by 1/30
- File State Unemployment Liability Report by 1/30 (TWC C-3)
- Pay Annual Federal Unemployment Liability by 1/31
- File Annual Federal Unemployment Report by 1/31
- File Form W-2/W-3

February

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 2/15

March

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 3/15

April

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 3/15
- File Payroll Tax Report (941) by 3/31
- File Sales Tax Report by 4/20
- Pay Sales Tax Liability by 4/20
- Pay State Unemployment Liability by 4/30
- File State Unemployment Liability Report by 4/30 (TWC C-3)

May

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 5/15

June

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 6/15



Monthly Bookkeeping Checklist

July

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 7/15
- File Payroll Tax Report (941) by 7/31
- File Sales Tax Report by 7/20
- Pay Sales Tax Liability by 7/20
- Pay State Unemployment Liability by 7/30
- File State Unemployment Liability Report by 7/30 (TWC C-3)

August

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 8/15

September

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 9/15

October

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 10/15
- File Payroll Tax Report (941) by 10/31
- File Sales Tax Report by 10/20
- Pay Sales Tax Liability by 10/20
- Pay State Unemployment Liability by 10/31
- File State Unemployment Liability Report by 10/31 (TWC C-3)

November

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 11/15

December

- Enter/import transactions from bank & credit cards
- Reconcile Bank & credit cards
- Review Transaction Detail by Account
- Account for cash/owner purchases with Journal Entries
- Make Payroll Tax Deposit by 12/15

