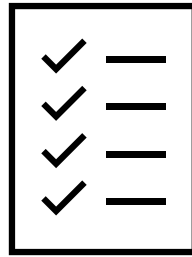


Stride Accounting Solutions' Bookkeeping Checklist for Small Businesses



Keeping your financial records in order can feel overwhelming as we just began a new year. Many business owners focus on daily operations and unintentionally let bookkeeping slip through the cracks—it's understandable but avoidable! At Stride Accounting Solutions, we're here to ensure your finances stay on track with this essential bookkeeping checklist for small businesses.

Following these steps, you'll streamline your operations and set your business up for long-term success.

Daily Bookkeeping Tasks

- **Check Your Cash Flow**
Start each day by reviewing your business bank account. Knowing your available cash helps you stay prepared for unexpected expenses and gives you a clear picture of your financial health.
- **Track Incoming and Outgoing Payments**
Stay updated on all transactions. Recording income and expenses daily ensures you're aware of your cash position and prepared for tomorrow's financial obligations.

Weekly Bookkeeping Tasks

- **Prepare and Send Invoices**
Prompt invoicing helps maintain consistent cash flow. Sending invoices right after providing goods or services increases the chances of timely payments while your work is still fresh in the client's mind.
- **Update Payroll Records**
Paying employees on time boosts morale and supports productivity. Keep your payroll file up to date to ensure smooth payroll processing and legal compliance.
- **Review Cash Flow Forecasts**
Monitor your projected cash flow regularly. This helps you stay aligned with your financial goals and ensures your business remains prepared for future growth opportunities.

Quarterly Bookkeeping Tasks

- **Assess Profit and Loss Performance**
Every quarter, analyze your gross profit, revenue, expenses, and cost of sales. Compare

these figures to your financial projections—if you're off target, now is the time to adjust your strategy.

- **Make Quarterly Tax Payments**

Stay ahead of tax deadlines by submitting quarterly payments on time. Accounting for taxes regularly avoids last-minute stress and potential penalties.

Annual Bookkeeping Tasks

- **Complete Year-End Tax Forms**

Filing IRS forms early allows you to focus on growing your business, not scrambling to meet deadlines. Our team can help you stay compliant while minimizing your tax liability.

- **Conduct a Year-End Inventory Review**

If you sell physical products, assess your inventory at year's end. Understanding what sold well—and what didn't—helps you plan more effectively for the next year.

- **Review Your Tax Returns**

Before handing over your tax returns to your accountant, take the time to review them yourself. As a business owner, understanding your financial standing will help guide future decisions.

Let Stride Handle Your Bookkeeping

Don't let bookkeeping weigh down your business growth. At Stride Accounting Solutions, we offer:

- **Daily Bookkeeping**
- **Weekly Bookkeeping**
- **Quarterly Bookkeeping**
- **Annual Bookkeeping**

You can view [Our Services](#) here!

Contact us today to learn how we can help streamline your financial operations! You can reach us at (206)761-4101 | info@strideaccountingsolutions.com or visit us at www.strideaccountingsolutions.com