

# BETHANY HOLT

## *Bookkeeping tasks for small businesses*

### **Daily** <<<<<<<<<<

- Enter customer receipts
- Create customer invoices
- Count cash register
- Record credit cards
- Daily banking
- Backup

### **Weekly** <<<<<<<<<<

- Pay suppliers and staff
- Reconcile bank account
- Post customer invoices
- Filing
- Check cash flow report

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## *Bookkeeping tasks for small businesses*

### Monthly <<<<<<<<<<

- Transfer \$ for liabilities
- Call slow payers
- Update cash flow report
- Check stock levels
- Review payroll reports

### Quarterly <<<<<<<<<<

- Transfer tax obligations
- Superannuation transfer

### Annually <<<<<<<<<<

- Write off bad debts
- Count inventory
- Review yearly reports
- End of year payroll
- Back up and keep safe offsite