

Quarterly Bookkeeping Checklist

1. Email or provide zip drive of data, including quarterly general ledger activity, if maintained
2. Coded checks and registers if not posted to accounting system.
3. Quarter- end cash count sheets
4. Bank account statements for three months and reconciliations, if generated
5. Savings account statement for the three months
6. List of accounts receivable balances at quarter end
7. List of account activity of other receivables during the current quarter
8. Quarter- end Inventory worksheets
9. List of expenses paid in advance at month end for the next month
10. Current quarter asset purchases and sales
11. List of any obsolete assets on depreciation schedule
12. Other asset descriptions and summary of activity
13. List of quarter- end accounts payable
14. Credit card monthly statements for the quarter
15. Wages due to employees at end of quarter
16. Quarterly payroll paid register
17. Note and supporting documents for any bank loans taken out during the quarter
18. Monthly bank loan activity statements for the quarter
19. List of dividends paid during the quarter