
MONTHLY BUSINESS & ACCOUNTING CHECKLIST

1. ACCOUNTING TO DO

- Balance Business Checking and Savings Accounts
- Record PayPal transactions
- Analyze Inventory Status
- Process and Review Payroll
- Approve Payroll Tax Payments
- Review actual profit and loss vs monthly budget
- Review actual profit and loss against last year
- Review and create month end balance sheet against last year
- Prepare a cash flow statement

2. BUSINESS TO DO

- Clean out Email List
- Check in with past clients and customers
- Update product or blog posts
- Create marketing materials in bulk for social media platforms
- Review your website
- Improve or automate processes
- Consult with your audience
- Review your yearly plan and goals
- Read one new book
- Learn one new skill

3. NOTES
