



## Bookkeeping Checklist for Nonprofits & Small Businesses

Keep your organization's finances clean and audit-ready with this simple checklist. Use it as a monthly, quarterly, and annual reminder of the tasks that keep your books accurate and your stress levels low.

### Monthly Tasks

- - Reconcile bank and credit card accounts.
- - Record all income and donations.
- - Categorize expenses.
- - Send invoices and follow up on receivables.
- - Pay bills on time.
- - Review payroll and benefits.
- - File receipts and documents.
- - Back up your data.

### Quarterly Tasks

- - Review financial statements.
- - Compare budget to actuals.
- - Meet with your board or advisors.
- - File quarterly taxes and reports.
- - Assess accounts receivable/payable.
- - Evaluate internal controls.

### Annual Tasks

- - Close the books for year-end.
- - Prepare for tax filings.
- - Review your chart of accounts.
- - Set your budget for the new year.

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- - Conduct an internal audit or financial review.
- - Renew licenses and registrations.

## Helpful Tips

- - Separate personal and business finances.
- - Document everything.
- - Use cloud accounting software.
- - Stay compliant.
- - Ask for help when needed.

**Need help implementing this checklist or cleaning up your books?**

**KJBK Services specializes in bookkeeping for nonprofits, startups, and small businesses.**

**[karla@kjbkservices.com](mailto:karla@kjbkservices.com) | (859) 374-0076**