

Bookkeeping Services Checklist

Having these documents organized and readily available can streamline the bookkeeping process and ensure accurate financial records for your business.

- ☐ Bank Statements: All business bank account statements, including checking, savings, and credit card statements.
- ☐ Invoices: Both incoming and outgoing invoices, including sales invoices and purchase invoices.
- ☐ Receipts: Receipts for all business-related expenses, such as office supplies, utilities, rent, and equipment purchases.
- ☐ Payroll Records: Details of employee salaries, wages, benefits, and any other compensation.
- ☐ Expense Reports: Any reports summarizing business expenses, such as travel or entertainment expenses.
- ☐ Financial Statements: Previous financial statements, including balance sheets, income statements, and cash flow statements.
- ☐ Tax Documents: Any tax-related documents, such as W-2 forms, 1099 forms, and quarterly or annual tax filings.
- ☐ Contracts and Agreements: Copies of any contracts or agreements relevant to the business, such as lease agreements or vendor contracts.
- ☐ Depreciation Schedules: Information on any assets that are being depreciated, along with depreciation schedules.
- ☐ Inventory Records: Details of inventory purchases, sales, and current inventory levels.
- ☐ Legal Documents: Any legal documents pertinent to the business, such as business licenses, permits, or incorporation documents.
- ☐ Petty Cash Records: Records of any petty cash transactions.



[Contact Us](#)

1602 Shenandoah Ave, Cincinnati, OH 45237

chanel.neely@neelyfinancialllc.com

513-609-4788