

# Checklist

## DAILY

- Check the bank
- Check the budget planner before making purchases

## WEEKLY

- Raise client invoices
- Issue supplier payments
- Enter payments received / made from bank statement
- Save & file receipts

# Checklist

## MONTHLY

- Run payroll (or weekly)
- Transfer money to savings for VAT & Corporation Tax
- Follow up on unpaid client invoices
- Reconcile the bank
- Review the budget, Profit & Loss & Balance Sheet
- Remit PAYE payments



# Checklist

## QUARTERLY

- Submit VAT returns & remit
- Check stock levels
- Review fixed asset register & post depreciation charges
- Review quarterly budget, Profit & Loss & Balance Sheet



NOTES: