



the shift
Bookkeeper Checklist

- **Reconcile all business accounts**
 - This should be done monthly as account statements become available for download
 - PayPal accounts should be reconciled just like a checking account (statement balances in PayPal should match up with statement balances in QuickBooks)

- **Generate Monthly P&L**
 - P&L can be downloaded from QuickBooks as a spreadsheet or a PDF file
 - Request the P&L for the previous month as well as year to date
 - Have your bookkeeper format the P&L to look like the version you can download in Module 3

- **Review previous month's P&L on a video call or in person**
 - Zoom and Skype both allow your bookkeeper to share their screen with you
 - During these calls, review the P&L categories and make sure your bookkeeper is categorizing transactions properly
 - These calls force you to review your monthly financials and keep your finger on the pulse of the business

- **Inform accountant of important changes to the file at the end of the year**
 - Bookkeeper should be responsible for keeping track of big changes to your books and letting your accountant know about them before they file your taxes (starting payroll, taking out a loan, purchasing a large piece of equipment, etc.)

- **Issue 1099's**
 - Bookkeeper should keep track of all vendor's that need to be issued a 1099 through out the year
 - Bookkeeper is responsible for issuing all 1099s at the end of the year