



## PIECE OF MIND

### Checklist: Bookkeeping Tasks for Mid-Quarter 3

You have a lot to manage as a business owner. This checklist can help you review your finances one step at a time, without feeling like you need to fix everything at once.

**Begin with one task and build from there. Or reach out to us for help!**

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- ☐ **Reconcile Bank Accounts**  
Make sure your business bank transactions are accurate and up to date.
- ☐ **Reconcile Credit Card Accounts**  
Check for missing, duplicate, or incorrectly categorized transactions.
- ☐ **Review Your Profit and Loss Statement**  
Compare your income and expenses with earlier months and your business goals.
- ☐ **Check Outstanding Customer Invoices**  
Follow up on overdue payments to help improve cash flow.
- ☐ **Review Unpaid Vendor Invoices**  
Confirm that bills are recorded and plan for upcoming payments.
- ☐ **Evaluate Your Cash Flow**  
Look ahead to payroll, taxes, loan payments, seasonal expenses, and other financial commitments.
- ☐ **Review Unpaid Vendor Invoices**  
Confirm that bills are recorded and plan for upcoming payments.
- ☐ **Review Payroll and Contractor Records**  
Confirm that bills are recorded and plan for upcoming payments.
- ☐ **Review Estimated Tax Payments**  
Talk with your tax professional if your income or profitability has changed.
- ☐ **Organize Receipts and Financial Documents**  
Attach receipts to transactions or store them in an easy-to-access system.
- ☐ **Review Your Budget and Year-End Goals**  
Talk with your tax professional if your income or profitability has changed.
- ☐ **Prepare for Quarter 4**  
Start planning for seasonal changes, major expenses, inventory, bonuses, equipment purchases, or year-end needs.