



1. MONTHLY TASKS

	Reconcile All Bank Accounts
	Review P&L and Cash Flow
	Review Accounts Receivable & Accounts Payable
	Backup Company Data
	Review Payroll

2. QUARTERLY TASKS

	Review Estimated Tax Payments
	Payroll Tax Filing
	Detailed Business Financial Review
	File Sales Tax (If quarterly)
	Review Retirement Contributions

3. YEARLY TASKS

	File Annual State Report
	Renew Business License
	Review Insurance Policies & Coverage
	Update Entity Records (If needed)
	Meet with Tax Professional to File Taxes