

# Small Business

## Bookkeeping Basics

### Daily Bookkeeping

- Check how much cash you have on hand.
- Be aware of incoming & outgoing payments.

### Weekly Bookkeeping

- Record customer billings.
- Record customer payments.
- File vendor bills & payment records.
- Update payroll file.
- Make vendor payments.
- Prepare & send invoices
- Review forecasted cash flow.

### Monthly Bookkeeping

- Balance the checkbook.
- Review aged receivables (past due customer payments).
- Check inventory and analyze its status
- Process & review payroll.
- Make vendor payments.
- Review profit & loss compared to budget & prior years.
- Review month-end balance sheet.

### Quarterly Bookkeeping

- Evaluate annual profit & loss estimate.
- Quarterly payroll payments
- Make quarterly sales tax payments.
- Make income tax payments.
- Make vendor payments.
- Review profit & loss compared to budget & prior years.
- Review month-end balance sheet.

### Annual Bookkeeping

- Review aged receivables. Send to collections?
- Year-end inventory status analysis.
- Fill out IRS forms
- Review full-year financial reports
- Review tax returns before giving them to an accountant.

# Basic Keeping For Small Businesses

**Rafael Gomez, Andre Isakov, Matthew  
Semansky**



## **Basic Keeping For Small Businesses:**

**Keeping Records in Small Business** John Cotton,1988      Book-keeping & Accounting for the Small Business Peter Taylor,2003 This guide offers a clear approach to book keeping for business managers It is suitable for use by sole traders partnerships and limited companies and includes full coverage of VAT and taxation      **Recordkeeping for a Small Business** United States. Internal Revenue Service,1977      Small Business Index United States. Bureau of Foreign and Domestic Commerce,1949      **Getting Started in Small Business For Dummies** Veechi Curtis,2021-06-22 The big ideas that you ll need to run your small business So you ve decided to take the plunge into being an entrepreneur Congratulations by the way Do you need advice about business structures marketing hiring employees keeping the books or modelling financial scenarios You can do it all with Getting Started in Small Business For Dummies Turn your bright idea into a real world success and have fun while you re at it Planning is the trick for succeeding in small business This process needn t be daunting especially if you can get the timing right pick a strategy that works and chart a sound financial course And if your best laid plans go sideways there s always hope and a practical way forward right inside this book Decide whether small business ownership is right for you and assess the viability of your business idea Devise a clear strategy so you can get ahead of the competition Master the marketing must haves to build a successful brand Find that extra bit of profit with smart business decisions Hire the right employees and build a winning team This latest edition is fully updated to respond to Australia s rapidly changing business environment delivering an easy to understand guide which will help you get your business off the ground      Start a Small Business David Weller,Vera Hughes,2015-08-27 Hits the bull s eye with every chapter Very highly recommended The Independent This is a fully updated new edition of the bestselling guide for anyone who is thinking of starting their own business It covers both the strategic and practical issues in the ideal level of detail for budding entrepreneurs and is full of insider tips which will help give your business the edge in a tough marketplace

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*Impact of changes in the telecommunications industry on small business* United States. Congress. House. Committee on Small Business. Special Task Force on the Impact of Telephone Costs,1984

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