

MONTHLY ACCOUNTING CHECKLIST

For: _____

CALL CLIENT TO BRING IN:

DATE RECEIVED

DATE COMPLETED

- CHECKSTUBS
- BANK STATEMENTS
- _____
- _____
- CREDIT CARD STATEMENTS
- CASH RECEIPTS
- INCOME RECEIPTS
(OR DAILY/WEEKLY SUMMARY,
IF THEY DO ONE)
- ANY FORMS OR LETTERS
THEY RECEIVED FROM IRS /
OREGON/ SAIF/ OR ANY OTHER
GOVERNMENTAL AGENCY.
- RESPOND TO ANY LETTERS
- WORKSHEETS (WE'VE PROVIDED
FOR THEM TO FILL OUT)
- MILEAGE RECORDS FOR
VEHICLES
- UPDATED DISKETTE
(IF THEY ARE USING
QUICKBOOKS PRO)
- LIST OF EQUIPMENT PURCHASED
- DEPRECIATION LIST REVISED
(Give them a Depreciation List from
the latest Tax return and ask them to
Identify the ones they have
SOLD, JUNKED, OR GAVE AWAY.
- RECORDED ALL INFORMATION
INTO COMPUTER
- PRINT ALL REPORTS
- MAKE COPY FOR CLIENT