



# Receipt & Expense Organization Checklist

*This checklist is intended as a general bookkeeping resource and does not constitute tax, legal, or financial advice.*

## 1. Make Sure the Quarter Is Complete

- ☐ Confirm all three months of the quarter have been entered
- ☐ Gather missing bank and credit card statements
- ☐ Gather receipts, invoices, bills, and supporting documents
- ☐ Make note of any months that still need bookkeeping work
- ☐ Resolve obvious missing or duplicate transactions

## 2. Reconcile All Accounts

- ☐ Reconcile each business bank account through the end of the quarter
- ☐ Reconcile each business credit card account
- ☐ Review outstanding checks and payments
- ☐ Review deposits that have not cleared
- ☐ Investigate differences between statement balances and bookkeeping records

## 3. Review Income

- ☐ Confirm sales and other business income have been recorded
- ☐ Match deposits to sales or other income sources
- ☐ Review cash sales and income received outside normal systems
- ☐ Verify transfers between accounts are not recorded as income
- ☐ Investigate unusual or unidentified deposits

## 4. Review Expenses

- ☐ Confirm business expenses have been recorded
- ☐ Review uncategorized transactions
- ☐ Check for duplicate expenses
- ☐ Review recurring expenses for accuracy
- ☐ Identify purchases that need additional documentation

## 5. Review Accounts Receivable

- ☐ Review unpaid customer invoices
- ☐ Follow up on overdue customer balances
- ☐ Confirm customer payments are recorded correctly
- ☐ Review old or questionable outstanding invoices
- ☐ Flag items that need additional follow-up



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## 6. Review Accounts Payable

- ☐ Review unpaid vendor bills
- ☐ Confirm vendor payments are recorded correctly
- ☐ Check for duplicate bills or payments
- ☐ Review upcoming payment due dates
- ☐ Identify missing vendor bills or credits

## 7. Review Loans & Financing

- ☐ Compare bookkeeping balances to current loan statements
- ☐ Confirm loan payments have been recorded
- ☐ Separate principal and interest when information is available
- ☐ Record new loans or financing opened during the quarter
- ☐ Gather supporting documents for new financing

## 8. Review Payroll & Contractor Records

- ☐ Review quarterly payroll reports, if applicable
- ☐ Confirm payroll expenses and withdrawals are recorded
- ☐ Review payments made to independent contractors
- ☐ Check that contractor information is current
- ☐ Identify payroll or contractor records that are missing

## 9. Review Financial Reports

- ☐ Review the Profit & Loss Statement for the quarter
- ☐ Compare revenue and expenses to the prior quarter, if useful
- ☐ Review major expense categories
- ☐ Review the Balance Sheet
- ☐ Look for unusual or unexpected account balances
- ☐ Write down questions that need further review

## 10. Review Owner Transactions

- ☐ Review owner contributions
- ☐ Review owner draws or withdrawals
- ☐ Identify personal expenses paid by the business
- ☐ Identify business expenses paid personally
- ☐ Confirm owner transactions are recorded consistently



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## 11. Review Equipment & Major Purchases

- ☐ Identify significant equipment or asset purchases made during the quarter
- ☐ Gather invoices and financing documents
- ☐ Note any business assets sold or traded
- ☐ Keep major purchase records separate from ordinary expense receipts
- ☐ Make sure supporting documents are filed securely

## 12. Prepare for the Next Quarter

- ☐ Make a list of missing records or unresolved questions
- ☐ Clean up old outstanding transactions
- ☐ Update customer and vendor information as needed
- ☐ Review recurring charges and subscriptions
- ☐ Set bookkeeping dates for the next three months
- ☐ Organize and back up the completed quarter records

## Quarterly Notes

### Items that need follow-up:

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### Missing documents or information:

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### Goals or changes for next quarter:

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**Pine & Ledger Tip:** A quarterly review gives you a chance to catch bookkeeping issues while they are still manageable and keeps year-end cleanup from becoming overwhelming.