

# Clean Books Weekly Checklist

Week of: \_\_\_\_\_

Use this each week to keep your books clear and your decisions confident.

## Cash flow clarity

- ☐ Update your books for the week
- ☐ Record incoming payments
- ☐ Record bills and vendor payments
- ☐ Reconcile bank and credit card feeds

Notes:

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## Spotting trends

- ☐ Compare this week to last week
- ☐ Review categories with rising spend
- ☐ Check open invoices and late payments

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## Pricing with confidence

- ☐ Log direct costs for top services
- ☐ Capture hidden costs like software fees
- ☐ Review margin on last week's sales

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# Clean Books Weekly Checklist

Week of: \_\_\_\_\_

Continued

## Stress-free taxes

- ☐ Save digital copies of new receipts
- ☐ Assign correct categories
- ☐ Review sales tax or payroll items

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## Building trust

- ☐ Run Profit and Loss report
- ☐ Run Balance Sheet report
- ☐ Save PDFs for your records

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## Monthly Review Snapshot

Do this at month end for a clean close and clear decisions.

## Month-end review

- ☐ Reconcile all bank and credit card accounts
- ☐ Close out unpaid invoices or flag for follow-up
- ☐ Review spending by category and note outliers
- ☐ Confirm sales tax, payroll, and owner draws
- ☐ Save P&L, Balance Sheet, and Cash Flow as PDFs
- ☐ Write three insights from this month

*Notes:*

## Notes & Reflections

Use this space to capture reminders, ideas, and insights.