

Accounting Calendar For Your Small Business



Daily

Check cash positions



Weekly

- Record transactions
- Document and file receipts
- Review unpaid bills from vendors
- Pay vendors, sign checks
- Prepare and send invoices
- Review projected cash flow



Quarterly

- Prepare revised annual profit and loss estimate
- Review quarterly payroll reports and make payments
- Review sales tax and make quarterly payments
- Compute estimated income tax and make payments



Monthly

- Balance your business checkbook
- Review past due receivables
- Analyze inventory status
- Process or review payroll and approve tax payments
- Review actual profit and loss vs. budget vs. prior years
 - actual profit: how much revenue has been generated
 - budget: estimate of revenues and expenses
- Review month end-balance sheet vs. prior period

Annually

- Review past-due receivables
- Review your inventory
- Fill out IRS forms W-2 and 1099-MISC
- Review and approve full-year financial reports and tax returns

NCRC and its grassroots member organizations create opportunities for people to build wealth. We work with community leaders, policymakers and financial institutions to champion fairness and end discrimination in lending, housing and business.

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**In the DC
metro area?**



Contact the DC Women's Business Center: info@dcwbc.org

