



# ***COMPREHENSIVE BOOKKEEPING PLANNER***

***Structured Routine Checklist  
For Business Owners***

**HANA SHAPIRA | OFFICIENCY.COM.AU | @2024**



## *Daily Tasks*

- Record daily income & Expenses
- Record and pay bills
- Categorise bank transactions
- Send invoices

## *Weekly Tasks*

- Review works completed during the week and send invoices
- Review due invoices and send reminders
- Generate and review profit & loss report
- Process payroll



## *Monthly Tasks*

- Reconcile accounts
- Review and follow up overdue invoices
- Review & analyse financial reports – profit& loss report, balance sheet and cash flow report
- Compare financial reports to previous month
- Back up data

## *Quarterly Tasks*

- are and lodge BAS/IAS (Quarterly reporting)
- Pay SG (Superannuation Guarantee)
- Review & analyse financial reports – Check what improvements can be made to save on expenses and/or increase profit



## *Annual Tasks*

- Prepare and lodge BAS/IAS (Annual reporting)
- Finalise and lodge EOFY Single Touch Payroll (STP)
- Finalise and lodge Taxable Payments Annual Report (TPAR)
- Inventory stock take and adjustments
- Check registered assets
- Review & analyse financial reports – profit& loss report, balance sheet and cash flow reports
- Review suppliers ABN status
- Prepare data for tax agent
- Prepare budget for next financial year
- Back up data



*Thank You!*

For downloading the **Comprehensive Bookkeeping Planner!**

This guide is designed to help you complete bookkeeping tasks allowing you to make informed business decision to keep growing your business.

*Hana*

*I'm here to help!*

If you're interested in personalised bookkeeping coaching, and want to explore how I can best support your business, schedule a no-obligation call.

**Book Now!**

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