

# Sample Bookkeeping Process Checklists in Trello

The screenshot shows a Trello board with the following structure:

- Board Header:** Sample Bookkeeping Checklists
- Column 1: Bookkeeping Checklists**
  - Card 1: Month End - December 2024 (Progress: 0/28)
  - Card 2: Sample - Quarterly Reports, Payroll Docs - Q4 2024 (Progress: 7/7, HC tag)
  - Card 3: Sample YE Tasks - Payroll, 1099s, CPA Reports - 2024 (Progress: 0/10)
  - + Add a card
- Column 2: Meta Info**
  - Card 1: HOW TO USE THIS SAMPLE BOARD
  - Card 2: color / label key (with color-coded bars)
  - Card 3: QB/QBO/QBOP/QB Time - All of Intuit Training Resources (1 attachment)
  - Card 4: QBO Commerce - App Transactions from Online Sales Channels (1 attachment)
  - + Add a card

○ **Month End - December 2024**

in list BOOKKEEPING CHECKLISTS ▾

✕

Labels

monthly recurring

+

Notifications

👁 Watch

🔽 Description

Monthly process notes go here.

Edit

☑ **Month End**

0%

Delete

- enter all transactions for the month from bank feed (if using QBO receipts, enter those first, then bank feed)
- add transactions in any accounts without online bank syncing (loans, assets, items paid with personal funds, etc.)
- Download checking, savings statements after end of month
- Download Visa statement (after 6th of month)
- reconcile checking account to statement, save recon reports
- reconcile savings account to statement, save recon reports
- reconcile Visa to statement, save recon reports
- pay the Visa in full via B of A online banking, save payment confirmation (pay between 10th and 15th)
- Enter Visa payment in QB
- pay (insert vendor account) statement by the 10th each month
- Notify owner (edit details as needed per sole prop or corp) re: Form 1040-ES payment due: Q1-April 15th; Q2-June 15th; Q3-September 15th; Q4-January 15th (check off if doesn't apply this month or move to quarterly card)

👤 Join

👥 Members

🔖 Labels

☑ Checklist

🕒 Dates

📎 Attachment

📄 Cover

🔧 Custom Fields

Power-Ups

+ Add Power-Ups

Automation ⓘ

+ Add button

Actions

→ Move

📄 Copy

📄 Mirror NEW

📄 Make template

📄 Archive

↔ Share

<https://trello.com/b/iM41UkVo/sample-bookkeeping-checklists>

Trello “cards” show how many items are checked/not checked.  
 Cards can have members, due dates, color codes, reminders, etc.  
 Trello is a free app. Very similar are Asana, Monday.com, etc.

To date, we have not created budget cards but that process would fit well in a system like this. Board and Finance Committee cycles would fit well in an app like this, too.

<https://trello.com/b/iM41UkVo/sample-bookkeeping-checklists>