## 🔠 🛛 Trello Workspaces ~ Recent ~ Starred ~ More \ Sample Bookkeeping Checklists 쇼 000 Board V æ > Meta Info Bookkeeping Checklists .... HOW TO USE THIS SAMPLE Month End - December 2024 BOARD ■ 10/28 = Sample - Quarterly Reports, color / label key Payroll Docs - Q4 2024 ₽ ⊠ 7/7 = Sample YE Tasks - Payroll, 1099s, CPA Reports - 2024 + Add a card QB/QBO/QBOP/QB Time - All of Intuit Training Resources ≣ @ 1 QBO Commerce - App Transactions from Online Sales Channels ≣ @ 1 + Add a card

Sample Bookkeeping Process Checklists in Trello

0	in list BOOKKEEPING CHECKLISTS V							×
	Labels		otifications			2+	Join	
	monthly recurring	+	Watch			ది	Members	
≡	Description Ed						Labels	
	Monthly process notes go here.						Checklist	
$\square$	Month End Delete						Dates	
0%							Attachment	
		nter all transactions for the month from bank feed (if using QBO eceipts, enter those first, then bank feed)					Cover	
	add transactions in any accounts without online bank syncing					ē	Custom Fields	
	(loans, assets, items paid with personal funds, etc.)					Power-Ups		
	Download checking, savings statements after end of month					+	Add Power-Ups	
	Download Visa statement (after 6th of month)							
	reconcile checking account to statement, save recon reports						mation	()
	reconcile savings account to statement, save recon reports					+	Add button	
	reconcile Visa to statement, save recon reports						Actions	
	pay the Visa in full via B	of A onlir	ne banking, s	save payment		$\rightarrow$	Move	
	confirmation (pay betwee	en 10th a	and 15th)			Ō	Сору	
	Enter Visa payment in Q	В						
	pay (insert vendor accou	pay (insert vendor account) statement by the 10th each month				-	Mirror NEW	
	Notify owner (edit details	otify owner (edit details as needed per sole prop or corp) re:				ê	Make template	
		orm 1040-ES payment due: Q1-April 15th; Q2-June 15th; Q3- September 15th; Q4-January 15th (check off if doesn't apply this					Archive	
	month or move to quarterly card)					<	Share	

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

Sample - Quarterly Reports, Payroll Docs - Q4 2024 in list BOOKKEEPING CHECKLISTS V	×
Members Labels Notifications	<i>₽</i> ₊ Join
HC + quarterly recurring +	名 Members
Edit Edit	Labels
Some items are good to review or take care of quarterly - especially keeping copies of payroll documents.	☑ Checklist
	() Dates
Quarterly Reports for Owner or for Taxes	Attachment
Hide checked items Delete	Cover
Make sure bank accounts are reconciled	🙃 Custom Fields
Run report on retainers and make sure retainer balance is accurate - make corrections as necessary	Power-Ups + Add Power-Ups
<ul> <li>Review AR for any misapplied payments or uncategorized income, make corrections as necessary</li> </ul>	
Create P&L by Quarter - this year to last quarter - save to WIP and send to owner	Automation ① + Add button
Add an item	Actions
	→ Move
Quarter End Checklist - Payroll Hide checked items Delete	🖸 Сору
Save-quarterly-payroll tax forms from payroll service	G Mirror NEW
download and save pay stubs from payroll services (if not done-	Make template
monthly)	Archive
save quarterly payroll summary from payroll service	Share

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.

0	Sample YE Tasks - Payroll, 1099s, CPA Reports - 2024 in list BOOKKEEPING CHECKLISTS V							×	
	Labels	_	Notifications			2+	Join		
	year-end recurring	+	+ <sup>(®)</sup> Watch			ڰ	Members		
≣	Description Edit					6	Labels		
	If you don't need to create these annual forms, download and save them from your payroll service.					Checklist			
						0	Dates		
$\square$	YE Tasks Delete						Attachment		
0%	create form 940 payment, export transaction (if not exported with quarterlies)						Cover		
						-	Custom Fields		
	review and submit form 940								
	review W2s, save, and print. and submit					Power-Ups			
	mail W2s					+	Add Power-Ups		
	check 1099 NEC settings by running 1099 Summary Report (might					Autor	nation	<b>(</b> )	
	need Edit, Preferences, Tax: 1099)					+ Add button			
	create and submit 1099								
	print and mail 1099s to contractors						Actions		
_						$\rightarrow$	Move		
	make any year-end entries for depreciation, inventory, etc.					Ō	Сору		
		eview P&L for reimbursements, equity, unclassified items,				_	Minune Class		
	subcontractors expense to move to materials; General and					-	Mirror NEW		
	Operations Manager sa	ions Manager salary to separate					Make template		
	produce reports and an	duce reports and any documents for CPA / income taxes					Archive		
	Add an item	ld an item				~	Share		
						~	Share		

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 will in an app like this, too.

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