

# MONTHLY ACCOUNTING CHECKLIST

For: \_\_\_\_\_

CALL CLIENT TO BRING IN:

DATE RECEIVED

DATE COMPLETED

- CHECKSTUBS
- BANK STATEMENTS
- \_\_\_\_\_
- \_\_\_\_\_
- CREDIT CARD STATEMENTS
- CASH RECEIPTS
- INCOME RECEIPTS  
(OR DAILY/WEEKLY SUMMARY,  
IF THEY DO ONE)
- ANY FORMS OR LETTERS  
THEY RECEIVED FROM IRS /  
OREGON/ SAIF/ OR ANY OTHER  
GOVERNMENTAL AGENCY.
- RESPOND TO ANY LETTERS
- WORKSHEETS (WE'VE PROVIDED  
FOR THEM TO FILL OUT)
- MILEAGE RECORDS FOR  
VEHICLES
- UPDATED DISKETTE  
(IF THEY ARE USING  
QUICKBOOKS PRO)
- LIST OF EQUIPMENT PURCHASED
- DEPRECIATION LIST REVISED  
(Give them a Depreciation List from  
the latest Tax return and ask them to  
Identify the ones they have  
SOLD, JUNKED, OR GAVE AWAY.
- RECORDED ALL INFORMATION  
INTO COMPUTER
- PRINT ALL REPORTS
- MAKE COPY FOR CLIENT