



**Stress Less,
Profit More.**

Rea Winton - RW Bookkeeping

✨ The Beginner's Bookkeeping Checklist

Simple, Grounded Steps to Keep Your Business Finances Calm and Clear

Use this checklist to build steady, stress-free financial habits. Remember, bookkeeping isn't about perfection—it's about consistency and awareness.

Part 1: Your Weekly 10-Minute Rhythm

Small, consistent habits prevent tax-season overwhelm.

- ☐ **The Weekly Check-In:** Set aside 10 minutes once a week to review your financial activity.
- ☐ **Review Transactions:** Open your software (like QuickBooks) or your spreadsheet to look over recent inflows and outflows.
- ☐ **Categorize As You Go:** Assign each transaction to its proper category so expenses and income are neatly organized.
- ☐ **Separate Personal & Business:** Verify that no personal purchases accidentally slipped onto your business account.

Part 2: Your Monthly Grounding Routine

Bringing everything into alignment and catching details early.

- ☐ **Pull Your Statements:** Open your monthly bank and credit card statements.
- ☐ **Verify Balances:** Compare your beginning and ending balances in your software to your actual bank statements.
- ☐ **Match Transactions:** Ensure every transaction matches up, catching any duplicate or missing entries.
- ☐ **Resolve Differences:** Clear out any minor discrepancies so your reports stay completely accurate.

Part 3: Receipt & Document Care

Keeping your digital house in order.

- ☐ **Snap & Store:** Take a quick photo of any paper receipts immediately and drop them into your digital folder.
- ☐ **Organize Digital Files:** Ensure invoices, contracts, mileage logs, and tax documents are neatly filed in your designated folder.

Part 4: Mindset & Growth Check-In

Stepping into your role as an empowered CEO.

- ☐ **Acknowledge Progress:** Celebrate that you are building awareness and clarity around your numbers.
- ☐ **Assess Support:** Evaluate if you are feeling overwhelmed, and consider whether it's time to partner with a professional bookkeeper to reclaim your energy.