

Monthly Bookkeeping

In order for an accurate record of your year-to-date Profit and Loss Report, as well as to ensure your tax return to be promptly prepared and filed, please mail us all of your receipts on a regular basis. We recommend sending bookkeeping in monthly as opposed to sending it semi-annually or waiting until the end of the year to send it all in. Doing this may cause a delay in updating your records and possibly creating a need to file a tax extension. It is also greatly appreciated that you keep your account with us up to date, paying it off as soon as you receive your invoice. Please enclose your payment with your monthly bookkeeping or you can use the convenient pay online option. Here is a checklist to help you prepare your paperwork before sending off your envelope.

Monthly Bookkeeping Check List

- **Bank Statements from all bank accounts**
- **Completed check books registers/cancelled checks/
carbon check books.**
- **Mortgage Statements**
- **All Utility Statements including:**
 - PG&E
 - Water & Sewer
 - Garbage
 - Cable
 - Internet
 - Propane
- **All Communication Statements including:**
 - Telephone
 - Cellular phone
- **Automobile Loan Payments**

- **Other Loan Payments:**
 - Personal
 - 2nd Mortgage
 - Etc.
- **Insurance Statements**
 - Medical Insurance
 - Life Insurance
 - Homeowners Insurance
 - Auto Insurance
 - Business Insurance/Liability Insurance
- **Credit Card Statements**
- **All Other Reoccurring Monthly Bills**
 - Yard Maintenance
 - Pest Control

Helpful tip: When paying your bills, it is helpful to write on the statement or receipt (if paying online) the date paid, the amount paid, and the method of payment (check, credit card, debit card etc.)

Helpful Tip: When writing checks it is very helpful if you get in the habit of using the memo line on your check. This will insure proper placement of expenses.

We at SK Accounting are happy to help you make your business successful. We take great pride in being able to offer you a complete and accurate bookkeeping service performed by people who are passionate about what they do. We want to be the best so your business can be its best.

At SK Accounting we know you have a choice and we **Thank You** for choosing us.