

Monthly Bookkeeping

In order for an accurate record of your year-to-date Profit and Loss Report, all receipts from the prior month should be mailed within the first week of the current month. Payment should be enclosed in your envelope. Here is a monthly check-off list to ensure you are sending all the necessary items in 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
- Insurance Statements including:**
 - Medical Insurance
 - Life Insurance
 - Homeowners Insurance
 - Auto Insurance
 - Business Insurance/Liability Insurance
- Automobile Loan Payments**

- **Other Loan Payments:**
 - Personal
 - 2nd Mortgage
 - Ect.
- **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 ect.)

If your billing statement are not noted and we don't have your checkbook carbons or checking statement we will assume the bill was not paid and therefore will not be entered onto the profit and loss statement.

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.

Helpful Tip: If you know of a receipt or payment that has been misplaced please note it on the credit card statement or bank statement or simply write a note to bring it to our attention.

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 preformed 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.