

# BOOKKEEPING CHECKLIST

NO	DESCRIPTION	CHECK
1	Invoices	
2	Purchase orders,	
3	Cheque payments	
4	Enter and track expenses	
5	Track petty cash	
6	Reconcile bank accounts	
7	Enter pre-payments and deposits	
8	Enter and track inventory items	
9	Enter and check coding for tax and accounts	
10	Run reports, produce profit and loss and balance sheets	
11	Check and enter coding for tax and accounts	
12	Payroll and superannuation	
13	Prepare reports for BAS and IAS	
14	Prepare for end of year financials for Accountant.	
15	Assist in solving admin issues and preparing systems.	