










# WEEKLY BOOKKEEPING CHECKLIST

Strong financial habits are key to business growth and stability. A simple, consistent routine helps you stay compliant, make smart decisions, and avoid surprises.

**Stay on track with this essential weekly checklist from Siegel Solutions:**

-  Record and categorize all incoming and outgoing transactions
-  Confirm bank and credit card feeds for accuracy
-  Update cash flow tracker to ensure coverage of upcoming expenses
-  Send new invoices and follow up on overdue ones
-  Pay any immediate bills and record payments
-  Upload and match receipts with transactions
-  Review hours and timesheets for payroll preparation

**If you're looking for a partner to help you set up, manage your books, or train you in bookkeeping, reach out to Siegel Solutions today!**

