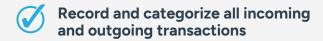


WEEKLY BOOKKEEPING CHECKLIST

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:





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!

