Daily Business Checklist

A few minutes a day keeps the Small Business Control Kit accurate. Print it, or keep it beside your computer.

Every day (about 5 minutes)

- ☐ Add today's sales (one row per sale, or one per item for the day).
- ☐ Add every expense you paid, with a category.
- ☐ Note any money you put in or took out for yourself.
- ☐ Stock items: Item ID and Quantity on sales and purchases.
- ☐ Check column says OK on every new row.

Every week (about 15 minutes)

- ☐ Record cash deposited in the bank as a transfer.
- ☐ Record customer and supplier payments with their invoice or bill no.
- ☐ Look at Dues: follow up anything overdue.
- ☐ Look at the Dashboard's "What needs attention".
- ☐ Reorder items marked Low on Stock.

Every month (about 30 minutes)

- ☐ Enter your bank statement balance on Cash & Bank and find any difference.
- ☐ Count cash and enter it; record bank charges and interest.
- ☐ Count stock; record differences as Stock adjustments.
- ☐ Read the month on the P&L: revenue, gross margin, biggest expenses, profit.
- ☐ Save a dated backup copy in a second place.

Once a year

- ☐ Save the year's workbook and give a copy to your accountant if you use one.
- ☐ Start a fresh clean workbook for the new year.
- ☐ Enter closing cash, bank and stock as the new opening figures.
- ☐ Review your categories: merge ones you rarely use.

REMEMBER

Revenue is not profit, and the bank balance is not profit. Loans, your own money and transfers never change profit. Buying stock doesn't reduce profit until the goods sell.