

# Tax Ready Bookkeeping

## Operational Rhythm Calendar

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### Overview

An operational rhythm is the predictable cadence of activities that keeps your books Tax Ready. This calendar provides a framework for scheduling bookkeeping and financial management tasks.

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### Daily Activities

Task	Time	Owner	System
Review bank feed transactions	Morning	Bookkeeper	QBO
Process vendor invoices received	As received	Bookkeeper	QBO/Email
Deposit customer payments	As received	Bookkeeper	QBO
Check for policy alerts/flags	End of day	Bookkeeper	Alert system
Respond to documentation requests	As needed	All	QBO/Email

### Daily Checklist

- Bank feed reviewed and categorized
- Any new invoices entered
- Payments received processed
- Policy alerts addressed
- Questions documented for weekly review

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### Weekly Activities

#### Monday

Task	Owner	Duration
Review prior week transactions	Bookkeeper	30 min
Follow up on missing documentation	Bookkeeper	15 min

Task	Owner	Duration
Review AP aging (what's due this week)	Bookkeeper	15 min
Process scheduled vendor payments	Bookkeeper	30 min

## Wednesday

Task	Owner	Duration
Review AR aging and collections	Bookkeeper	30 min
Send payment reminders (past due)	Bookkeeper	15 min
Reconcile credit card (if statement available)	Bookkeeper	30 min

## Friday

Task	Owner	Duration
Weekly transaction review	Bookkeeper	30 min
Update suspense account progress	Bookkeeper	15 min
Flag issues for owner review	Bookkeeper	15 min
Prepare week-end summary	Bookkeeper	15 min

## Weekly Summary Report

- Transactions processed:
- Documentation gaps identified:
- AR past due: \$
- AP due next week: \$
- Issues requiring owner attention:

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## Monthly Activities

### Week 1 (Days 1-7)

Task	Target Date	Owner
Close prior month (soft close)	Day 5	Bookkeeper
Bank reconciliation (all accounts)	Day 7	Bookkeeper
Credit card reconciliation	Day 7	Bookkeeper
AR review and collections	Day 7	Bookkeeper
AP aging review	Day 7	Bookkeeper

## Week 2 (Days 8-14)

Task	Target Date	Owner
Payroll processing (if applicable)	Per schedule	Bookkeeper
Sales tax filing (if monthly)	Day 15	Bookkeeper
Owner financial review	Day 10-15	Owner
Address owner questions	After review	Bookkeeper

## Week 3 (Days 15-21)

Task	Target Date	Owner
Mid-month payroll (if bi-monthly)	Per schedule	Bookkeeper
13-week cash flow update	Day 15	Bookkeeper/Owner
Vendor statement reconciliation	Day 20	Bookkeeper
Documentation cleanup	Day 20	Bookkeeper

## Week 4 (Days 22-End)

Task	Target Date	Owner
Month-end accruals (if applicable)	Day 25	Bookkeeper
Final transaction processing	Day 28	Bookkeeper
Suspense account clearing	Day 28	Bookkeeper
Month-end checklist completion	End of month	Bookkeeper

## Month-End Close Checklist

### Reconciliations

- All bank accounts reconciled
- All credit cards reconciled
- Petty cash reconciled (if applicable)
- PayPal/payment processor reconciled

### Receivables

- AR aging reviewed
- Collections calls made on past due
- Credits and adjustments processed
- Undeposited funds cleared

### Payables

- AP aging reviewed
- All invoices for month entered

- Accrued expenses recorded
- Vendor statements matched

## General

- Suspense accounts cleared to \$0
- Uncategorized income/expense cleared
- Journal entries documented
- Monthly reports generated

## Review

- P&L reviewed for reasonableness
- Balance Sheet reviewed
- Significant variances investigated
- Owner approval of close

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## Quarterly Activities

### First Month of Quarter

Task	Due	Owner
Quarterly payroll tax filing (941)	End of month	Bookkeeper/CPA
State tax filings (if quarterly)	Per state	Bookkeeper/CPA
Estimated tax payment	15th of month	Owner/CPA
W-9 audit (vendors approaching \$600)	End of month	Bookkeeper

### Second Month of Quarter

Task	Due	Owner
Budget vs. actual review	Mid-month	Owner
Chart of accounts review	Mid-month	Bookkeeper
Vendor list cleanup	End of month	Bookkeeper
Process improvements review	End of month	Bookkeeper

### Third Month of Quarter

Task	Due	Owner
Quarterly financial review	End of month	Owner/CPA
Cash flow forecast update	End of month	Owner
Compliance checklist review	End of month	Bookkeeper
Prepare for next quarter	End of month	Bookkeeper

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## **Annual Activities**

### **January**

- 1099 forms issued (by 1/31)
- W-2 forms issued (by 1/31)
- Q4 payroll taxes filed
- Year-end close finalized
- Prior year books locked

### **February-March**

- Gather tax documents
- Provide CPA with year-end package
- Business tax return filing (3/15 or 4/15)
- Personal tax return preparation

### **April**

- Tax payment (if due)
- Q1 estimated tax payment (4/15)
- Q1 payroll taxes filed
- Workers' comp audit support

### **May-June**

- Mid-year financial review
- Budget update if needed
- Q2 estimated tax payment (6/15)
- Annual vendor W-9 verification

### **July**

- Q2 payroll taxes filed
- Half-year financial assessment
- Process improvements implementation

### **August-September**

- Q3 estimated tax payment (9/15)
- Year-end planning begins
- Tax projection with CPA

### **October**

- Q3 payroll taxes filed
- Extended returns due (if filed)
- Year-end tax planning

## November-December

- 1099 preparation begins
- Year-end documentation push
- Depreciation schedules updated
- Q4 estimated tax payment (1/15)
- Year-end close preparation

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## Key Dates Calendar

Date	Task	Type
15th of each month	Payroll tax deposits (semi-weekly filers check schedule)	Compliance
15th of each month	Sales tax (if monthly)	Compliance
End of each month	Month-end close	Operational
1/15	Q4 estimated tax	Tax
1/31	W-2s and 1099s due	Compliance
3/15	S-Corp/Partnership returns	Tax
4/15	Individual/C-Corp returns, Q1 estimated	Tax
4/30	Q1 941 due	Compliance
6/15	Q2 estimated tax	Tax
7/31	Q2 941 due	Compliance
9/15	Q3 estimated tax	Tax
10/31	Q3 941 due	Compliance
12/15	(Check state specific deadlines)	Varies

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## Customization Notes

Use this space to add your specific dates and tasks:

### Payroll Schedule:

### Sales Tax Schedule:

### State-Specific Deadlines:

### Industry-Specific Tasks:

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*For more resources: [projectbits.com/taxready/ch6](http://projectbits.com/taxready/ch6)*

*Tax Ready Bookkeeping by Don Lovett / ProjectBits Consulting*

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