

Regular Finance Tasks for Small Businesses

Get>
Ahead
your virtual agency

WEEKLY

Nip problems
in the bud and stay
on top of paperwork

- Review and reconcile bank accounts and credit card accounts
- Identify missing invoices
- Bill and pay weekly invoices
- Input receipts

DAILY

Keep your
business running
smoothly

- Review your cash position
- Install any new financial software updates

MONTHLY

Meet your employer
responsibilities and see
the bigger picture

- Payroll and payroll tax
- Review your month-end debtors and creditors
- Credit control - chase overdue invoices

QUARTERLY

Plan ahead

- Review your profit and loss and balance sheet
- Produce management accounts and budget
- Measure existing goals and set new ones

ANNUALLY

Fulfil statutory
obligations

- Submit your annual accounts to HMRC and Companies House
- Review annual budget

