

# Bookkeeping Checklist For Financial Advisors

## What Every Advisor Should Be Doing Monthly, Quarterly & Annually

Your business deserves the same attention to detail you give your clients. This checklist helps you stay on top of your books, so nothing slips through the cracks—and so you're not scrambling at tax time or flying blind the rest of the year.

### Monthly Tasks

- Reconcile all bank and credit card accounts
- Reconcile custodial fee deposits (e.g., Schwab, Fidelity, TD)
- Match client payments from ACH, check, or other sources
- Review categorized transactions for accuracy
- Review P&L for unusual spikes or dips
- Verify payroll and contractor payments
- Save receipts for any business expenses > \$75

### Quarterly Tasks

- Review estimated tax payments and set aside funds
- Analyze cash flow trends and operating margin
- Review marketing spend vs. budget
- Check software subscriptions and recurring expenses
- Review and adjust chart of accounts if needed
- Generate a quarterly P&L and balance sheet
- Meet with tax professional

### Annual Tasks

- Run year-end financial reports (P&L, balance sheet, cash flow)
- Prepare and send 1099s to contractors
- Confirm all W-9s are on file
- Review depreciation and asset purchases
- Archive prior-year financials for record-keeping
- Meet with CPA to prepare for tax filing
- Evaluate profitability by client or service type
- Set financial goals and budget for the year ahead
- Back up financial data and reports

### Bonus Tip: Set a Recurring Calendar Reminder

Your books don't maintain themselves. Block time each month or hire a specialist who understands the advisory space. Clean books = better decisions, smoother tax prep, and fewer surprises.

### Want This Done For You?

At Becker & Ledger, I help independent financial advisors by taking bookkeeping off their plates.

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