

Monthly/Quarterly Bookkeeping Procedure

Gather the following statements as they arrive:

- Bank statements
Copy of your check register for each account
- Credit card statements
Company
Personal used to pay company expenses
- Loan statements
- Merchant Statements
- Receipts for CASH purchases
- IRS and Florida Department of Revenue Letters or Notices

If you use QuickBooks or PeachTree, please also include a back-up of your company file.

By the 12th of the month, please bring or mail all documents to Cypress Bay Accounting.

Your previous monthly financial statements will be ready for you.

Quarterly clients can expect their financial statements to be completed within four weeks.