

Monthly Bookkeeping

For an accurate record of your year-to-date Profit and Loss Report, prompt tax preparation, and tax filing we recommend you send the paperwork monthly for bookkeeping as opposed to semi-annually or waiting until the end of the year, which may cause a delay in updating your records and possibly forcing to file an extension to file taxes. It is the best practice to perform the bookkeeping monthly to keep year-to-date P&L up to date and be tax ready.

We would like that you keep your account current with us each bookkeeping period by enclosing your payment with your monthly bookkeeping paperwork, or you can use the convenient pay online option.

Here is a checklist to help you prepare your paperwork before sending it off to our office.

Monthly Bookkeeping Check List:

- Bank Statements from all bank accounts
- Credit Card Statements
- Completed checkbooks registers/canceled checks/ carbon checkbooks
- Rent Payments
- All Utility Statements including:
 - Electric
 - Water & Sewer
 - Garbage
 - Cable
 - Internet
 - Gas/Propane
- All Other Reoccurring Monthly Bills:
 - Yard Maintenance
 - Pest Control
- All Communication Statements including:
 - Telephone
 - Cellular phone
 - Website hosting
 - Technical support
- Loan Payments:
 - Business Loan Payments
 - Automobile Loan Payments
 - Other
- Insurance Statements:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Life Insurance
 - Auto Insurance
 - Liability Insurance
 - Other Business Insurances

Helpful Tip: When paying your bills online, it is recommended to write the following information on the statement or receipt:

- The date the payments are processed,
- The date payments to be delivered, if the payment date is in the future
- Credit Card, with last four digits of the CC,
- Debit Card, with last four digits of the DC
- Amount paid
- Check number, If paying by check

Helpful Tip: When writing checks, it is beneficial to write the type of expense on the checks' memo line, this will ensure proper recording of the costs of doing business by cost type.

We at Safeer Enterprises, LLC. are happy to help you make your business successful. We take great pride in being able to offer you a complete and accurate bookkeeping service performed by people who are passionate about what they do. We want to be the best, so your business can be its best.

At Safeer Enterprises we know you have a choice and we Thank You for choosing us.