

LESSON 2

CREATING *a* USABLE BOOKKEEPING SYSTEM

Ready to start your bookkeeping? Work your way through the checklist below, and you will be ready to roll.

☐ **Decide on a bookkeeping system.**

Which one did you choose?

Complete the bookkeeping checklist for each month:

MONTH	Organize receipts & bank statements	Categorize all income & expense transactions	Reconcile each of your accounts (checking, savings, etc.)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			