

Freelancer Bookkeeping Checklist

The essentials for solo business owners doing their own books.

Set Up Once

- ☐ Separate business and personal bank accounts
- ☐ Choose one bookkeeping tool and stick with it
- ☐ Set a recurring day/time each week for bookkeeping

Every Project

- ☐ Get payment terms in writing before starting
- ☐ Track hours or milestones as you go
- ☐ Save every contract and invoice in one folder

Every Month

- ☐ Reconcile your bank account
- ☐ Review profit and loss for the month
- ☐ Set aside tax savings from that month's income

Every Quarter

- ☐ Calculate and pay estimated taxes
- ☐ Review which clients/projects were most profitable