

Bookkeeping Checklist for Restaurant Owners (2025 Edition)

📌 Use this checklist weekly and monthly to keep your books clean, tax-ready, and audit-proof.

Daily Tasks

- Record all sales (cash, credit, online orders)
- Reconcile POS sales with cash register and receipts
- Log all cash tips and gratuities separately
- Collect and store vendor receipts (digitally or physically)
- Monitor daily inventory usage (especially perishables)
- Back up your POS and accounting software (if not automated)

Weekly Tasks

- Enter vendor invoices into accounting software
- Pay vendor bills and track due dates
- Review employee hours and verify payroll inputs
- Enter petty cash transactions and reimbursements
- Categorize all income and expenses in accounting software
- Match POS data with bank deposits

Monthly Tasks

- Reconcile bank and credit card statements
- Reconcile sales tax collected with payable amounts
- File and pay monthly sales tax (if applicable)
- Review Profit & Loss statement and compare to budget
- Track labor cost as % of sales
- Calculate and record inventory adjustments
- Review COGS and identify any red flags
- Generate cash flow statement
- Back up financial records





Quarterly Tasks

- Review quarterly payroll filings (Form 941)
- Pay estimated taxes (Form 1040-ES if sole proprietor)
- Review and adjust budgets based on seasonal trends
- Analyze performance KPIs: labor %, food cost %, net profit
- Meet with accountant for tax planning and strategy

Annual Tasks

- Prepare and file 1099s for eligible vendors/contractors
- Complete end-of-year inventory count
- Review fixed assets and depreciation schedules
- Finalize annual financial statements
- Prepare for tax filing: organize W-2s, 1099s, receipts
- Conduct a financial performance review and set goals

Tools & Integrations to Use

-  **Accounting Software:** QuickBooks Online, Xero, FreshBooks
-  **POS Systems:** Toast, Square, Clover
-  **Payroll Tools:** Gusto, ADP, QuickBooks Payroll
-  **Receipt Management:** Dext, Hubdoc, QuickBooks Receipt Capture

Pro Tips

- Automate recurring expenses and reconciliations where possible
- Set user access permissions to protect financial data
- Keep digital backups of all financial documents for 7 years (IRS guideline)