**Administrative Tasks Checklist for New Business Owners**

Here is a list of common administrative tasks that small business owners often need to manage after launching their business.

Bookkeeping and Record Keeping

Regularly record financial transactions, reconcile accounts, and generate financial reports. This should typically be done on a weekly or monthly basis, depending on the volume of transactions.

Payroll processing

If you have employees, process payroll, including wage payments, deductions, and tax withholding, on a regular basis. Typically, this is done on a biweekly or monthly schedule, depending on your pay period.

Tax Filings and Payments

Meet tax obligations by filing and paying taxes on time. This includes income tax, sales tax, and payroll tax. The frequency of tax filings varies depending on the specific tax and government regulations. Common frequencies are quarterly or annually.

Invoicing and Accounts Receivable

Send out invoices to clients or customers and manage accounts receivable. This should be done promptly after providing goods or services, typically on a weekly or monthly basis.

Accounts Payable

Manage and pay your business's bills and expenses in a timely manner. This involves tracking due dates, reviewing, and approving invoices, and issuing payments. The frequency depends on your billing cycles and agreements with suppliers but is typically done on a weekly or monthly basis.

Performance Monitoring

Continuously monitor and review key performance indicators (KPIs) relevant to your business. This can involve tracking sales, customer satisfaction, website analytics, and other metrics. Perform periodic assessments to identify trends, areas for improvement, and opportunities for growth.

Data Backup and Cyber Security

Regularly back up important business data and implement cybersecurity measures to protect sensitive information. This should be done on an ongoing basis, and data backups should occur at least daily or weekly.