

Bare Minimum Bookkeeping Checklist

Bookkeeping ≠ accounting.

The Four Things That Matter

- Every deposit
- Every expense — photo + one-line note of purpose
- Mileage, if driving is part of the business
- Major equipment purchases, flagged separately

What You Can Safely Skip

- Granular categories (4 broad buckets is enough)
- Real-time reconciliation (weekly batch is fine)
- Keeping paper once it's photographed

Mileage Log

Date _____ Start odometer _____ End odometer _____

Free Tools to Check First

- Your bank/credit union's built-in expense features
- Free tiers of dedicated bookkeeping software
- Trade/professional membership perks

From *Side Hustle Banking & Building Wealth* — Chapter Seven — Bookkeeping Without Becoming an Accountant • "Habit, Not Hobby" podcast

Get the book: penoftales.xyz or on Amazon

Pen of Tales Publications • Educational content only, not financial or legal advice • © Pen of Tales