

# America's | Business | Manager inc.

**Please print out and make sure the following documents are submitted for your Monthly / Quarterly Work**

√	Item Check List	Additional Notes:
	Check Register/Check Stubs for EACH bank account	
	Bank Statements for EACH account	
	Company credit card statements for EACH account	
	Loan Statements	
	Receipts for any capital purchases over \$250	
	Sales Log	
	Payroll Reports for each pay period	
	Quarterly Payroll Tax Returns	
	Contract Labor – Copy of W-9 for any contracted service	
	Cash Log – Please do not submit receipts, fill in log. <i>Available on ABM website.</i>	
	Submit New Bank or Credit Card Statements	
	End of Month Inventory (if applicable)	
	Sales Tax Return	
	Submit New Loan Statements	

**ALL PERSONAL EXPENSES ARE TO BE KEPT SEPARATE**