

Restaurant Bookkeeping Checklist

Ten checks that surface missed deductions

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Work through these ten before your consultation. Each one is a cost that is deductible in full and routinely lost because it has no account of its own.

☐ **1 Weekly prime cost**
Food plus labour read every Monday.

☐ **2 Daily sales to deposits**
Reconciled across every channel.

☐ **3 Delivery commissions**
Own account, gross sales recorded.

☐ **4 Merchant processing fees**
Processor statements filed monthly.

☐ **5 Small wares**
Utensils and dishware coded separately.

☐ **6 Uniforms and laundry**
Receipts kept apart from personal.

☐ **7 Software subscriptions**
POS and accounting fees captured.

☐ **8 Staff training**
Invoices retained for the deduction.

☐ **9 Inventory counts**
Matched to purchase invoices.

☐ **10 Monthly close**
Finished inside ten business days.

PRO TIP

Give every recurring cost its own account before the year starts.
What sits in a general supplies account rarely reaches the return as a deduction.

What happens next

1 Books reviewed

2 Fixed fee quoted

3 Monthly rhythm set

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