Quarterly checklist

Free printable checklist · Kennel Back Office · https://kennelbackoffice.com/checklists/

When	Task	Who	Time (est.)	Tool (our pick)	Official source	Done
Apr 15 / Jun 15 / Sep 15 / Jan 15	Federal estimated tax (Form 1040-ES) for owners of sole proprietorships, single-member LLCs and partnerships, and for S corporation shareholders whose withholding does not cover their tax	Owner	15 min	Mercury	IRS: Estimated taxes	☐
Same dates	Arkansas estimated tax (AR1000ES) if you expect to owe Arkansas income tax beyond withholding	Owner	10 min	Mercury	Arkansas DFA: AR1000ES estimated tax voucher	☐
15th of months 4, 6, 9, 12	C corporations only: corporate estimated tax installments (S corporations generally do not pay these; their shareholders do)	Owner / tax preparer	10 min	Your tax preparer	IRS Pub. 509 (2027) draft	☐
Apr 30 / Jul 31 / Oct 31 / Jan 31	Form 941 quarterly payroll return filed (payroll provider usually files); download and save a copy	Owner	10 min	Gusto	IRS: Employment tax due dates	☐
Same dates	FUTA deposit if federal unemployment tax owed for the year is more than $500	Owner	5 min	Gusto	IRS: Instructions for Form 940	☐
Apr 30 / Jul 31 / Oct 31 / Jan 31	Arkansas Division of Workforce Services quarterly contribution and wage report filed and paid	Owner	10 min	Gusto	Arkansas Division of Workforce Services: Employer handbook	☐
Each quarter	Arkansas withholding: the three monthly AR941M payments match the payroll register's state withholding for the quarter	Bookkeeper	10 min	Gusto	Arkansas DFA: Withholding due dates	☐
Apr 20 / Jul 20 / Oct 20 / Jan 20	Quarterly sales tax return, only if DFA assigned you quarterly filing (most filers are monthly)	Owner	15 min	Arkansas ATAP* (state sales tax portal)	Arkansas DFA: Sales and use tax due dates	☐
Each quarter	Payroll reconciliation: 941 wages = payroll register = QuickBooks wage expense; tips, commissions and bonuses coded correctly; contractor payments tracked for 1099s	Bookkeeper	20 min	Gusto		☐
Each quarter	Review pricing and revenue per dog-night: compare to last quarter and to local competitors; plan holiday and peak-season rates	Owner	30 min	Pricing Calculator		☐

When	Task	Who	Time (est.)	Tool (our pick)	Official source	Done
Each quarter	Run the full Self-Audit Toolkit: vendor master review, wage reasonableness, discount and comp leakage, market pricing	Owner	45-60 min	Self-Audit Toolkit		☐
Each quarter	Insurance review: general liability and care-custody-control limits, workers' compensation class codes, property; certificate expiry dates	Owner	20 min	Your insurance agent		☐
Each quarter	Vaccine-policy and waiver review: required vaccines, expiring records flagged in the reservation system, signed waivers on file	Manager	20 min	Your reservation system (Gingr)		☐
Each quarter	Subscriptions and card limits: cancel unused software, check card limits and receipt compliance	Owner	15 min	Ramp		☐
Each quarter	Access review: remove former staff from QuickBooks, payroll, bank and reservation system; rotate shared passwords	Owner	15 min	1Password Business / Teams		☐
Each quarter	Backup check: confirm backups ran and test-restore one file	Owner	10 min	IDrive		☐
Each quarter	Budget vs actual and 13-week cash forecast; update for staffing and seasonality	Owner	30 min	LivePlan		☐

Dates: Due dates move to the next business day when they fall on a weekend or legal holiday (federal: IRS Pub. 509; Arkansas DFA taxes: Ark. Code 26-18-105). Dates here are for calendar-year businesses and were checked Nov 26, 2026. Always verify at IRS.gov and dfa.arkansas.gov before you file.

*ATAP (Arkansas Taxpayer Access Point) is the Arkansas Department of Finance and Administration's free online portal for filing and paying state and local sales tax. If your business is not in Arkansas, check your state's and local sales taxing authorities' websites for how to register, file and pay. Source: https://atap.arkansas.gov/

Kennel Back Office is not a CPA firm. It does not offer accounting, tax or other professional services. All content is general information only. Content is reviewed by a CPA for accuracy. Using this site does not create a CPA-client relationship. Not licensed by the Arkansas State Board of Public Accountancy.