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Monthly Bookkeeping Checklist

A simple monthly routine to help keep your business organized, accurate, and ready for whatever comes next.

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Stay Organized One Month at a Time

Keeping up with your bookkeeping doesn't have to be overwhelming. By working on it a little at a time throughout the month, you'll spend less time catching up and more time focusing on your business.

This checklist is designed to help you stay organized, keep your records accurate, and make month-end easier. Whether you manage your own bookkeeping or work with a bookkeeper, following these simple steps can help you better understand your business and be prepared for whatever comes next.

Trusted Tip

You don't have to complete everything in one sitting. Spending just **15 to 20 minutes each week** can help you stay caught up and make month-end much quicker and less stressful.

Keep Your Books Current

Many of these tasks can be completed throughout the month. Staying current throughout the month makes month-end easier and helps ensure your records are accurate.

- ☐ **Save receipts and invoices.** Keep receipts, bills, invoices, and other supporting documents organized so they're easy to find when you need them.

- ☐ **Attach supporting documentation.** Attach receipts, invoices, and other supporting documents to transactions whenever possible. This makes it easier to verify purchases, answer questions, and locate documents later.

- ☐ **Record sales and customer payments.** Enter customer invoices, sales receipts, and payments you've received so your income records stay current and complete.

- ☐ **Record business expenses and vendor payments.** Enter purchases, bills, and payments to vendors throughout the month to help ensure your expense records are accurate.

- ☐ **Record bank deposits and transfers.** Record deposits and transfers between accounts accurately so your account balances remain correct.

- ☐ **Review and categorize transactions.** Review new transactions regularly and assign them to the appropriate income, expense, asset, or liability category. Staying current makes month-end faster and helps keep your financial reports accurate.

- ☐ **Review your bank and credit card activity.** Check for missing transactions, duplicate entries, unexpected charges, or items that still need to be categorized.

- ☐ **Keep business and personal expenses separate.** Review transactions to make sure personal purchases haven't been recorded as business expenses and identify any business purchases paid with personal funds.

- ☐ **Stay on top of customer payments and vendor bills.** Follow up on unpaid customer invoices, record payments you've received, and pay vendor bills by their due dates.

Close Out the Month

Before starting a new month, take time to verify that your records are complete and accurate.

☐ **Reconcile your bank accounts.** Compare each bank account to its monthly statement to confirm every transaction has been recorded accurately and investigate any differences.

☐ **Reconcile your credit card accounts.** Match your bookkeeping records to each credit card statement and resolve any discrepancies.

☐ **Finish categorizing transactions.** Review any remaining uncategorized or questionable transactions before closing out the month to help ensure your books are complete and accurate.

☐ **Review recurring transactions.** Confirm that recurring invoices, bills, and scheduled transactions have been entered correctly and update them if anything has changed.

☐ **Count inventory (if applicable).** Complete a physical inventory count and compare it to your bookkeeping records so your inventory values remain accurate.

☐ **Review payroll activity (if applicable).** Verify that payroll wages, taxes, deductions, and employer payroll taxes have been recorded accurately.

☐ **Record loan payments correctly (if applicable).** Make sure each payment is properly divided between principal and interest.

☐ **Review sales tax (if applicable).** Verify that sales tax has been recorded correctly and prepare for any upcoming filing or payment deadlines.

Review Your Business

Your financial reports tell the story of your business. Taking a few minutes to review them each month can help you make informed decisions and spot potential issues early.

- ☐ **Review your Profit & Loss Statement.** Look for unexpected changes in income or expenses compared to previous months.
- ☐ **Review your Balance Sheet.** Confirm that bank balances, credit card balances, loans, and other accounts appear accurate.
- ☐ **Review your cash position.** Make sure you have enough cash available for upcoming expenses and planned purchases.
- ☐ **Review your monthly results.** Take note of patterns, trends, or problem areas so you can make informed decisions moving forward.
- ☐ **Look for anything unusual.** Investigate transactions or account balances that don't seem right before moving into the next month.

Prepare for Next Month

A little planning now can help you start the next month organized and ready to move forward.

- ☐ **Organize your records.** File receipts, invoices, statements, and other documents where they'll be easy to locate.
- ☐ **Plan ahead.** Make note of upcoming tax deadlines, recurring expenses, large purchases, or seasonal changes that may affect your business.
- ☐ **Write down questions.** Keep a running list of questions or concerns to discuss with your accountant or bookkeeper.
- ☐ **Schedule your next bookkeeping session.** Set aside time on your calendar now so it's easier to stay caught up next month.

Notes & Questions

Use this space to jot down questions, reminders, or items to follow up on as you work through your monthly checklist.

Need a Little Extra Help?

Keeping up with your bookkeeping takes time, and as your business grows, it can become one more thing competing for your attention.

If you'd rather spend more time running your business and less time managing your books, I'd be happy to help.

Stay Connected

Website

www.trustedbookkeepingservices.com
Learn more about my services and explore additional resources.

Email

ann@trustedbookkeepingservices.com
Reach out with questions or to schedule a conversation.

LinkedIn

www.linkedin.com/company/trusted-bookkeeping-services
Connect with me for bookkeeping tips and business insights.

Facebook

www.facebook.com/trustedbookkeepingservices
Follow along for practical bookkeeping advice and small business encouragement.

Watch for more practical resources from the **Trusted Business Resource Library**, designed to help you stay organized, understand your finances, and feel confident about your business.

Thank You

Thank you for downloading this resource.
I hope it helps make your month-end a little easier.

I'm here whenever you need support.

Wishing you continued success in your business!

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