

MONTHLY BOOKKEEPING CHECKLIST

Use this checklist at the end of each month to help keep your books organized and your financial records up to date.

☐		MONTHLY TASK	WHY IT MATTERS
☐		Record all income and expenses	Ensures every transaction is accounted for and your records remain accurate.
☐		Reconcile bank and credit card accounts	Identifies missing transactions, duplicate entries, or bank errors before they become larger issues.
☐		Review outstanding customer invoices	Helps improve cash flow by following up on unpaid balances.
☐		Pay or schedule vendor invoices	Avoids late fees and maintains positive relationships with suppliers.
☐		Organize receipts and supporting documents	Keeps documentation readily available for tax preparation and future reference.
☐		Review your Profit & Loss Statement	Helps monitor profitability and identify unusual changes in income or expenses.
☐		Review your Balance Sheet	Provides a snapshot of your business's overall financial position.
☐		Look for unusual trends or unexpected expenses	Identifies potential issues early so you can make adjustments before they affect your business.
☐		Back up your financial records	Protects important accounting data and business documents.
☐		Schedule next month's bookkeeping review	Staying consistent is the easiest way to avoid falling behind.



PRO TIP: Set aside the same day each month to complete your bookkeeping. Treating it like any other business appointment helps ensure your financial records stay current and reduces stress when tax season arrives.