

Monthly Bookkeeping Checklist

Month: _____ Business: _____ Done by: _____

☐ 1. Record and categorize every transaction

- ☐ Bank and card feeds imported
- ☐ Cash transactions entered
- ☐ Receipts attached
- ☐ No uncategorized items left

☐ 2. Reconcile bank and credit card accounts

- ☐ Every bank account matches its statement
- ☐ Every credit card matches its statement
- ☐ Difference is \$0.00
- ☐ Unmatched items investigated

☐ 3. Review accounts receivable

- ☐ A/R aging report run
- ☐ Total matches the balance sheet
- ☐ Overdue invoices followed up

☐ 4. Review accounts payable

- ☐ A/P aging report run
- ☐ Every bill received this month entered
- ☐ Paid bills marked as paid

☐ 5. Tie out inventory (if you carry it)

- ☐ Books compared with a count or inventory system
- ☐ Shrinkage or damage adjusted

☐ 6. Record accruals and prepaid expenses

- ☐ Expenses received but not yet billed accrued
- ☐ Prepaid expenses spread over the months they cover

☐ 7. Post depreciation

- ☐ Monthly depreciation recorded for fixed assets
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Monthly Bookkeeping Checklist (continued)

☐ 8. Record payroll entries and check tax deposits

- ☐ Gross wages, employer taxes and withholdings match payroll reports
- ☐ Payroll tax deposits made on time

☐ 9. Run and compare your financial statements

- ☐ Profit and loss, balance sheet and cash flow run
- ☐ Compared with last month (and budget)
- ☐ Unusual changes explained

☐ 10. Review and lock the period

- ☐ Final review done
- ☐ Month locked or closing date set

☐ Contractors and 1099s

- ☐ W-9 collected from every new contractor
- ☐ Contractor payments tracked (2026 limit for most 1099s: \$2,000)

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