

MONTHLY BOOKKEEPING CHECKLIST

A simple monthly routine for small-business owners

Business name: _____

Month reviewed: _____

Completed by: _____

Date completed: _____

1. Confirm all income

- ☐ Record all customer payments, including cash, checks, cards, apps, and transfers.
- ☐ Match sales or invoices to the amounts received.
- ☐ Confirm that all deposits reached the business bank account.
- ☐ Follow up on unpaid customer invoices.

2. Record and review expenses

- ☐ Enter all business expenses for the month.
- ☐ Use categories that describe the business purpose.
- ☐ Separate personal purchases, owner draws, transfers, and loan activity.
- ☐ Review unusual or large expenses for accuracy.

3. Organize supporting documents

- ☐ Attach or file receipts, invoices, bills, and payment confirmations.
- ☐ Add a note when the business purpose is not obvious.
- ☐ Save bank, credit card, loan, and payment-processor statements.
- ☐ Store documents in a consistent monthly folder.

4. Reconcile accounts

- ☐ Compare the bookkeeping records to each bank statement.
- ☐ Compare the bookkeeping records to each credit card statement.
- ☐ Investigate missing, duplicated, or incorrect transactions.

4. Reconcile accounts

- ☐ Confirm that the adjusted book balance matches the statement.

5. Review reports and make decisions

- ☐ Review the profit and loss report for income, expenses, and net profit.
- ☐ Compare this month to the prior month or budget.
- ☐ Review cash available for bills, payroll, taxes, and owner payments.
- ☐ Identify one action to improve pricing, costs, collections, or growth.

MY ACTION FOR NEXT MONTH

One improvement I will make:

Schedule one 60-90 minute bookkeeping appointment each month.

Wright Way Tax Solutions LLC | Simple Bookkeeping Practices