

Monthly Bookkeeping Checklist

A practical month-end close checklist for small businesses.

Transactions

- ☐ Import bank transactions
- ☐ Import credit cards
- ☐ Review uncategorized items
- ☐ Match deposits to sales/invoices
- ☐ Review owner activity
- ☐ Review duplicates/unusual items

Reconciliations

- ☐ Reconcile bank accounts
- ☐ Reconcile credit cards
- ☐ Reconcile processors
- ☐ Reconcile loans
- ☐ Review A/R
- ☐ Review A/P

Financial Statements

- ☐ Review Profit & Loss
- ☐ Review Balance Sheet
- ☐ Review cash
- ☐ Compare to prior month
- ☐ Compare year-to-date to budget/prior year
- ☐ Investigate material variances

Tax-Ready Records

- ☐ Retain receipts
- ☐ Track fixed assets
- ☐ Maintain vehicle records where applicable
- ☐ Track sales tax liabilities
- ☐ Track payroll liabilities
- ☐ Maintain tax workpapers

Management Review

- ☐ Review cash-flow issues
- ☐ Review overdue receivables
- ☐ Review major expenses
- ☐ Review margins
- ☐ Schedule quarterly advisory review when appropriate

Important Notice

Educational use only. This material is not individualized tax, legal, accounting, or financial advice and does not create an engagement. Tax rules, forms, deadlines, and state/local requirements can change. Verify current requirements before filing or making decisions.

Primary References

[IRS — Recordkeeping](#)

[IRS Publication 583](#)