

MONTHLY BOOKKEEPING CHECKLIST

✓ RECORD TRANSACTIONS

- ☐ Enter all income and expenses into your bookkeeping system
- ☐ Match entries to receipts, invoices, and bank records

✓ RECONCILE ACCOUNTS

- ☐ Reconcile bank statements
- ☐ Reconcile credit card statements
- ☐ Investigate and correct any discrepancies

✓ CATEGORIZE TRANSACTIONS

- ☐ Assign correct categories to all income and expense transactions
- ☐ Use consistent category names from month to month

✓ REVIEW UNPAID INVOICES

- ☐ Run a report of outstanding customer invoices
- ☐ Follow up on overdue payments
- ☐ Record any payments received

✓ REVIEW CASH FLOW

- ☐ Compare cash in vs. cash out
- ☐ Look for cash shortages or trends

✓ REVIEW AND PAY BILLS

- ☐ Review open vendor bills or expenses
- ☐ Pay outstanding bills before the due date
- ☐ Record any payments made

✓ PROCESS PAYROLL AND CONTRACTOR PAYMENTS

- ☐ Run employee payroll and pay applicable taxes
- ☐ Pay contractors and track for 1099 reporting
- ☐ Keep payroll records organized

✓ ORGANIZE RECEIPTS AND RECORDS

- ☐ Scan or upload paper receipts
- ☐ Save digital documents to organized folders
- ☐ Backup your records

✓ PREPARE FOR ESTIMATED TAXES

- ☐ Review monthly income and set aside money for taxes
- ☐ Use IRS Form 1040-ES or software for estimates
- ☐ Make payment if a quarterly deadline is due