
Monthly Bookkeeping Checklist

Mark items that apply to your situation.

- ☐ Collect bank, credit card, loan and payment processor statements.
- ☐ Record all income and expenses with supporting receipts and invoices.
- ☐ Separate business expenses from personal spending and owner transactions.
- ☐ Reconcile each bank and credit card account; investigate discrepancies.
- ☐ Review unpaid customer invoices and outstanding vendor bills.
- ☐ Record payroll, contractor payments, loan principal and interest separately.
- ☐ Update inventory, equipment purchases and supporting records, when applicable.
- ☐ Review profit and loss, balance sheet and cash flow; resolve uncategorized items.
- ☐ Check upcoming obligations, tax reserves and filing calendar with your professional.
- ☐ Back up records securely and prepare questions for your monthly bookkeeping review.

General information only. Not individualized tax or legal advice. Requirements vary; not every item applies. Use a secure method to share sensitive records.

Official reference: <https://www.irs.gov/businesses/small-businesses-self-employed/recordkeeping>

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