

MONTHLY BOOKKEEPING CHECKLIST



Tidy Books
BOOKKEEPING SERVICES

It's easy for bookkeeping tasks to pile up when you're busy running a business. This monthly checklist can help you stay organized and keep your books up to date throughout the year.

INCOME & SALES

- ☐ Review all sales & income transactions
- ☐ Send outstanding invoices
- ☐ Follow up on overdue customer payments
- ☐ Match deposits to invoices or sales records

BANK & CREDIT CARD ACCOUNTS

- ☐ Reconcile all bank accounts
- ☐ Reconcile credit card accounts
- ☐ Review for duplicate or missing transactions
- ☐ Confirm all business expenses are categorized correctly

EXPENSES & BILLS

- ☐ Record and categorize all expenses
- ☐ Review recurring subscriptions and memberships
- ☐ Pay vendor bills & outstanding balances
- ☐ Save & organize receipts

PAYROLL & CONTRACTORS

- ☐ Verify payroll was processed correctly
- ☐ Confirm payroll taxes were paid
- ☐ Track contractor payments
- ☐ Store payroll and contractor documentation securely

FINANCIAL REVIEW

- ☐ Review Profit & Loss statement
- ☐ Review cash flow and account balances
- ☐ Compare income & expenses to prior months
- ☐ Identify unusual spending or unexpected changes

TAX & COMPLIANCE

- ☐ Set aside money for taxes
- ☐ Review sales tax obligations (if applicable)
- ☐ Keep bookkeeping records backed up & organized

PLANNING AHEAD

- ☐ Review upcoming large expenses
- ☐ Check business goals & monthly performance
- ☐ Update financial forecasts or budgets

Save this checklist for each month!

And if you ever need help getting your books organized, I'd be happy to help.