



MONTH-END BOOKKEEPING CHECKLIST

Clean books. Clear numbers. Better business decisions.

BANKING & CREDIT CARDS

- ☐ Reconcile every bank account to the monthly statement
- ☐ Reconcile all business credit cards
- ☐ Investigate missing, duplicate, or unusual transactions
- ☐ Review outstanding checks and deposits
- ☐ Verify transfers between accounts are recorded correctly

EXPENSES & ACCOUNTS PAYABLE

- ☐ Enter and categorize all business expenses
- ☐ Review unpaid bills and upcoming due dates
- ☐ Attach receipts/supporting documents when appropriate
- ☐ Review vendor balances for accuracy
- ☐ Check for duplicate expenses or payments

PAYROLL & TAXES

- ☐ Confirm payroll transactions are recorded correctly
- ☐ Review payroll liability balances
- ☐ Review sales tax payable, if applicable
- ☐ Verify loan payments are split between principal and interest
- ☐ Flag transactions that may need your accountant's review

INCOME & ACCOUNTS RECEIVABLE

- ☐ Confirm all income has been recorded
- ☐ Review open customer invoices
- ☐ Follow up on past-due invoices
- ☐ Review unapplied customer payments and credits
- ☐ Verify deposits are matched to the correct payments

MONTH-END REVIEW

- ☐ Review the Profit & Loss Statement
- ☐ Compare income and expenses to the prior month
- ☐ Review the Balance Sheet for unusual balances
- ☐ Review A/R and A/P aging reports
- ☐ Review cash flow and upcoming obligations
- ☐ Investigate negative or unexpected balances
- ☐ Review uncategorized transactions
- ☐ Make corrections before closing the month

BEFORE YOU CALL THE MONTH COMPLETE

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|---|---|
| ☐ Do I know how much the business earned this month? | ☐ Do I know where the money went? |
| ☐ Do I know who owes the business money? | ☐ Do I know what bills are still outstanding? |
| ☐ Do all bank and credit-card accounts reconcile? | ☐ Could I confidently hand these books to my tax professional? |

NOT ALL THE BOXES CHECKED? BALANCED NUMBERS CAN HELP.

Let's talk about getting your bookkeeping organized, current, and ready for better business decisions.

Name: _____ Business: _____ Phone/Email: _____

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Bookkeeping | Financial Reporting | Accounts Payable & Receivable | Clean, Tax-Ready Books