



BARRY
BOOKKEEPING
SERVICES

Monthly Bookkeeping Checklist

Use this checklist each month to keep your financial records accurate, organized, and tax-ready. This checklist is designed for small businesses, real estate owners, and individuals who want clarity and consistency in their finances.

Income & Expense Tracking

- Record all income transactions
- Categorize expenses accurately
- Review uncategorized transactions
- Attach receipts and supporting documentation

Bank & Credit Card Reconciliation

- Reconcile all bank accounts
- Reconcile all credit card accounts
- Investigate and resolve discrepancies
- Confirm ending balances match statements

Accounts Receivable

- Send outstanding invoices
- Follow up on past-due invoices
- Record payments received
- Review customer balances

Accounts Payable

- Review unpaid bills
- Schedule upcoming payments
- Confirm vendor balances
- Record paid expenses

Payroll & Contractors (If Applicable)

- Verify payroll entries
- Confirm payroll tax withholdings
- Review contractor payments
- Track 1099-eligible vendors

Financial Review

- Review Profit & Loss statement
- Review Balance Sheet
- Check cash flow trends
- Identify unusual or large transactions

Final Review & Organization

- Ensure all accounts are reconciled
- Confirm no uncategorized transactions remain
- Organize documents for easy retrieval
- Save backups of financial records

Need help staying on top of your books? Barry Bookkeeping Services provides professional bookkeeping, real estate bookkeeping, and personal money management services.