



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

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