



Monthly Bookkeeping Checklist

Why a Monthly Bookkeeping Checklist Matters

Monthly bookkeeping keeps your finances accurate, organized, and easy to manage. Following a simple checklist each month helps prevent errors, reduce stress, and ensure your financial reports are reliable.

This checklist is designed for **small businesses, freelancers, and service-based professionals**, with flexible steps that grow with your business.

Monthly Bookkeeping Checklist

Track Income

- Record all customer payments and deposits
 - Confirm invoices and payments match
 - Follow up on outstanding balances
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Track Expenses

- Categorize all business expenses
 - Review subscriptions and recurring charges
 - Attach receipts or documentation where needed
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Reconcile Accounts

- Reconcile bank accounts
 - Reconcile credit card accounts
 - Investigate and resolve discrepancies
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Review Financial Reports

- Review Profit & Loss statement
 - Review Balance Sheet
 - Check cash flow trends
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Habits That Keep You Consistent

- Keep business and personal finances separate
 - Schedule a monthly bookkeeping check-in
 - Save receipts throughout the month
 - Address issues as they arise
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How Monthly Bookkeeping Supports Growth

Consistent monthly bookkeeping helps you:

- Understand profitability
 - Monitor cash flow
 - Plan for taxes and expenses
 - Make informed business decisions
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Helpful Tip: Monthly bookkeeping doesn't have to be complicated. A simple, repeatable process keeps your finances clean and supports confident decision-making as your business grows.