

Monthly Bookkeeping Tasks

Keep your business in good financial standing by making sure these bookkeeping tasks are done each month.



- ☐ Download and save all end of month statements (might have to wait a few days into next month)
- ☐ Import and update all monthly transactions
- ☐ Identify and match all monthly transfers (you want to do transfer first)
- ☐ Identify owners draws and investments
- ☐ Record "out of bank" transactions (example would be fees from credit card transactions)
- ☐ Record checks and cash expenses
- ☐ Reconcile your account
- ☐ Review your profit and loss statement
- ☐ Review your balance sheet
- ☐ Analyze your company reports
- ☐ Payment any outstanding bills
- ☐ Send out final reminder invoices
- ☐ Review company expenses (is there anything you can reduce or cancel?)
- ☐ Create a financial planning spreadsheet for current month