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

Make and Share Free Checklists
checkli.com