BUILDSTEAD
BOOKKEEPING

Monthly Bookkeeping Checklist

A practical monthly routine for small-business owners

MONTH: COMPLETED BY:

MONEY IN

- [ ] Record all customer payments, deposits, and other business income.
- [ ] Review unpaid invoices and follow up on overdue balances.
- [ ] Match deposits to invoices, sales records, or payment reports.

MONEY OUT

- [ ] Gather receipts and bills from the month.
- [ ] Separate business purchases from personal spending.
- [ ] Categorize expenses consistently and note anything unusual.

ACCOUNTS AND RECORDS

- [ ] Reconcile every business bank and credit-card account.
- [ ] Review loan, payment-processor, and cash account activity.
- [ ] Store receipts, statements, and important documents securely.

MONTHLY REVIEW

- [ ] Review your profit and loss statement for income and expenses.
- [ ] Check the balance sheet for unexpected or incorrect balances.
- [ ] Set aside money for taxes based on professional guidance.
- [ ] Note questions, missing documents, and next-month priorities.

NOTES AND FOLLOW-UPS

Want this handled for you each month?

BuildStead Bookkeeping helps small businesses maintain organized, reliable books.

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For organizational purposes only. This checklist is not tax, legal, or financial advice.

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