

END OF THE MONTH

Bookkeeping Checklist

Month: _____

Year: _____

Reconciled bank accounts

Are all uncleared transactions fixed?

Reconciled credit card statements

Are all uncleared transactions fixed?

All customers invoiced

Are all outstanding balances collected?

All vendor bills are turned in

Did you receive statements from each vendor?

Employee time cards and expenses are received

Did you get receipts from all of your employees?

New contracts are executed

Do you have any new purchases that should be added to the budget? Do you have the right mix of products to get you through the next season, sale or month?

All compliance reports are completed

Payroll Sales tax Estimated tax payments Bank compliance

All management reports are completed

Ran end of the month balance sheet

Are all accounts reconciled?

Do you know what each line item is and when it should be resolved?

Ran income statements

Compare it to the previous months. What trends do you see? Is revenue up or down? Are your expenses up or down? Do you know why? What needs to be addressed?

