

Bookkeeper's Monthly Checklist

Recurring tasks to work through each month, plus the key deadlines that recur on their own schedule and need to stay on the radar year-round.

Key Recurring Deadlines

- ☐ **Sales tax** — due the 15th of each month
- ☐ **Payroll** — processed weekly, on schedule
- ☐ **Annual report** — due every May
- ☐ **1099s** — due every January 31st
- ☐ **Tax accountant handoff** — complete and delivered by February 15th

1. Income & Deposits

- ☐ Confirm all cash and check deposits were made by the last business day of the month
- ☐ Match deposits in the bank feed to sales records or POS reports
- ☐ Flag any owner cash investments so they aren't miscategorized as income
- ☐ Review any large or unusual deposits and confirm what they were for

2. Bills & Expenses

- ☐ Gather bank and credit card statements (or confirm direct login access is current)
- ☐ Enter and categorize all outstanding bills (Accounts Payable)
- ☐ Review the transaction feed for anything sitting in "Uncategorized" and assign it properly
- ☐ Check for duplicate transactions, especially around bank feed syncing
- ☐ Confirm no personal expenses were run through the business account (or vice versa)

3. Reconciliation

- ☐ Reconcile all bank accounts against statement ending balances
- ☐ Reconcile all credit card accounts against statement ending balances
- ☐ Reconcile any loans or lines of credit
- ☐ Investigate and resolve any reconciliation discrepancies before moving on
- ☐ Confirm no previously reconciled transactions were altered or deleted

4. Accounts Receivable

- ☐ Review outstanding customer invoices and follow up on anything past due
- ☐ Confirm payments received have been applied to the correct invoices
- ☐ Note any accounts that may need a collections conversation

5. Payroll

- ☐ Confirm payroll processed correctly and on time each week this month
- ☐ Verify any new hires, terminations, or pay rate changes were reflected accurately
- ☐ Confirm payroll taxes, benefits, and workers' comp were recorded as part of true labor cost
- ☐ Separate administrative labor from front-line/production labor, if applicable

6. Sales Tax

- ☐ Calculate sales tax owed for the period
- ☐ File and pay by the 15th

- ☐ Confirm the filing was accepted and payment cleared

7. Financial Review

- ☐ Generate the Profit & Loss statement and review against prior months
- ☐ Generate the Balance Sheet and confirm it looks reasonable
- ☐ Review cash flow for the month
- ☐ Calculate key ratios relevant to the business (e.g., food cost %, labor cost %, overhead %)
- ☐ Compare actuals against budget or industry benchmarks, if applicable
- ☐ Note any trends worth flagging to the owner

8. Compliance & Admin

- ☐ Check for expiring insurance certificates, W-9s, or resale certificates
- ☐ Note any upcoming tax deadlines or estimated payments
- ☐ File or archive the month's source documents (receipts, statements, invoices)

9. Wrap-Up

- ☐ Send the owner a brief summary of the month — highlights, concerns, anything needing a decision
- ☐ Note anything unresolved to carry into next month's checklist

Annual / Seasonal Checkpoints

Check each month whether one of these applies.

- ☐ **January** — Confirm all 1099 vendor information is current; issue 1099s by January 31st
- ☐ **Through February 15th** — Finalize prior-year books and hand off complete financials to the tax accountant
- ☐ **May** — File the annual report