

Your Monthly Bookkeeping Checklist

A simple checklist to keep your books accurate and your monthly close moving smoothly. A few minutes of attention each month saves hours of cleanup later.

Before the Month Ends

- ☐ Make any outstanding cash or check deposits by the last business day the bank is open
- ☐ Note any personal cash you put into the business this month
- ☐ Gather receipts for any large or unusual purchases

By the 1st of the Month

- ☐ Send your prior month's bank statements (unless we already have direct login access)
- ☐ Send your prior month's credit card statements
- ☐ Flag any new loans, credit lines, or financing that started this month
- ☐ Let us know about any new hires, terminations, or pay rate changes

Throughout the Month

- ☐ Review your bank and credit card statements for anything unfamiliar or unauthorized
- ☐ Keep business and personal expenses separate
- ☐ Send along documentation for anything unusual — a big purchase, a one-time expense, a refund
- ☐ Reach out if something changes that might affect your books (new revenue stream, new location, ownership change, etc.)

A Few Reminders

- ☐ Never sign checks yourself if that's a task handled by your bookkeeper — this keeps duties properly separated
- ☐ Don't ask to delete or edit a transaction from a month that's already been reconciled — let us know and we'll correct it properly
- ☐ If something in your reports looks off, ask — it's much easier to explain a number than to guess at one

Questions about anything on this list? Reach out any time — we're glad to walk through it together.

Balanced Books Maine