

Monthly Bookkeeping Checklist

A simple routine for small business owners and freelancers.

Business: _____ Month / year: _____

☐ **Gather your records**

Save bank and credit card statements, invoices, receipts, and sales or payment-platform reports in one monthly folder.

☐ **Record income and expenses**

Update your books or tracker. Add missing transactions and flag unfamiliar entries for review.

☐ **Match your accounts**

Reconcile bank and credit card accounts to their statements. Investigate differences instead of forcing a match.

☐ **Review money coming in and going out**

Check unpaid customer invoices, vendor bills, payment due dates, and upcoming cash needs.

☐ **Separate items that need special review**

Flag owner contributions and withdrawals, transfers, loans, equipment purchases, and mixed personal/business costs.

☐ **Update supporting details**

Add receipts and business-purpose notes. Update vehicle, inventory, contractor, and payroll records where applicable.

☐ **Review the month and your next steps**

Look at your income, expenses, and cash balance. List questions for your CPA and confirm upcoming responsibilities.

☐ **Save your work and book the next review**

Back up your files securely, record unresolved items below, and schedule next month's bookkeeping check-in.

Questions / follow-up: _____

Need help catching up? AielloCPA.com/bookkeeping | lori@aiellocpa.com

Lori M. Aiello, CPA | Licensed in Illinois and Tennessee | 630-329-0046

An organizational starting point. Your business may need additional records and professional guidance.