Monthly bookkeeping checklist

Company: _____ Month: _____

Use this checklist before your monthly review. Tick completed items and mark any that do not apply. Share client records securely through your agreed channel.

[ ] Gather your records
Bank and credit-card statements; sales invoices; supplier invoices and receipts; finance statements.

[ ] Record every transaction
Capture sales, expenses, refunds and credit notes. Identify missing documents and unexplained payments.

[ ] Reconcile cash and accounts
Match bank, card, cash and payment-gateway balances to the books. Investigate differences.

[ ] Review customers and suppliers
Check overdue invoices, follow up collections and plan supplier payments.

[ ] Confirm payroll changes
Record starters, leavers, leave, overtime and reimbursements. Check payroll reports and payment approvals.

[ ] Prepare applicable returns
Review VAT and payroll information with your accountant. Confirm due dates, submissions and payment evidence.

[ ] Check loans, stock and assets
Update loan balances and asset purchases. Reconcile stock where relevant.

[ ] Review the monthly results
Compare revenue, costs and profit with the plan. Explain unusual movements.

[ ] Update the cash forecast
Include expected collection dates, suppliers, payroll, tax, loan repayments and larger purchases.

[ ] File and agree next steps
Save supporting documents and submitted returns securely. Assign an owner and date to outstanding items.

Outstanding items / owner / due date:

_____

_____

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