



# Monthly Bookkeeping Checklist for Small Businesses

## Why Monthly Bookkeeping Matters

Staying on top of your books every month keeps your business tax-ready, cash-flow positive, and audit-proof. This checklist gives you a simple, repeatable process to follow so you're never behind or guessing where your money went.

## Monthly Bookkeeping Checklist

### Banking & Reconciliation

- Reconcile all bank accounts
- Reconcile credit card statements
- Match QuickBooks balances to actual statements

### Income & Sales

- Record all income received
- Review open invoices and follow up on unpaid ones
- Apply payments correctly to customer accounts

### Expenses & Bills

- Categorize all expenses
- Review vendor bills and due dates
- Pay outstanding vendor bills and record payments

### Payroll (if applicable)

- Enter payroll data
- Match payroll liabilities to payments
- Reconcile payroll journal entries with bank activity

## Reporting

- Review monthly Profit & Loss (P&L)
- Review Balance Sheet for any unexpected changes
- Export backup copies of reports to your accountant (if needed)

## Tax Prep & Filing (if applicable)

- Record sales tax collected
- Review and file required monthly/quarterly tax forms
- Retain supporting documentation (receipts, invoices, payroll reports)

## Best Practices

- Schedule a monthly bookkeeping day and block 1–2 hours
- Store backup documentation in a secure cloud folder
- Review high-level numbers month over month for accuracy
- If something looks wrong, flag it immediately—don't wait until tax season

## Need Help With Monthly Bookkeeping?

RemoteBooksOnline offers affordable monthly bookkeeping services designed to keep your business organized and stress-free. Our bookkeepers handle the entire process and deliver clean, monthly financial reports you can trust.