



Britehouse Bookkeeping

Ultimate Monthly Bookkeeping Checklist

Stress less, Achieve more.

Month:

Year:

Prepared by:

Gather & Organize Documents

- Bank statements (all accounts)
- Credit card statements
- Loan & line-of-credit statements
- Merchant processor reports
- Sales reports (POS / invoicing)
- Vendor bills & receipts
- Payroll reports
- Expense reimbursements
- Tax notices

Record All Transactions

- Import bank & credit card transactions
- Record cash transactions
- Enter bills and vendor invoices
- Record customer invoices
- Post payroll entries
- Record loan payments
- Owner contributions & distributions

Categorize & Classify

- Assign correct expense categories
- Separate personal vs business transactions
- Code income streams properly
- Review uncategorized transactions
- Allocate shared expenses

Reconcile Accounts

- Reconcile bank accounts

- Reconcile credit cards
- Reconcile merchant clearing accounts
- Reconcile loan balances
- Investigate discrepancies

Review & Adjust

- Review Profit & Loss
- Review Balance Sheet
- Compare month over month
- Record accruals & depreciation
- Review AR/AP aging

Taxes & Close

- Review sales tax
- Review payroll tax liabilities
- Track 1099 contractors
- Attach receipts
- Back up accounting data
- Lock accounting period

Want help with this?

Britehouse Bookkeeping provides accurate, stress-free monthly bookkeeping.

Visit britehousebookkeeping.com to start a conversation.