
High Plains Bookkeeping

Reliable Books. Midwest Values.

Monthly Bookkeeping Checklist

A practical routine for current books and a confident month-end review.

Month / year: _____

Reviewed by: _____

01 Review transactions

- ☐ Bring all monthly activity into the books; review remaining bank-feed items.
- ☐ Confirm business purpose, dates, payees and income or expense categories.
- ☐ Match existing entries before adding new ones. Check transfers and keep personal activity separate.
- ☐ Investigate duplicate, uncategorized or unusual transactions; correct confirmed errors.

02 Reconcile accounts

- ☐ Reconcile every bank and credit-card account to its statement for the same period.
- ☐ Investigate differences and old outstanding items; do not force accounts to balance.
- ☐ Check loan balances against statements; separate principal, interest and fees.
- ☐ Review other balance-sheet accounts, including clearing accounts, fixed assets and owner activity.

03 Review money owed

- ☐ Review accounts receivable: unpaid invoices, overdue balances and unapplied customer payments.
- ☐ Review accounts payable: record missing bills, confirm balances and plan upcoming payments.

04 Check applicable obligations

- ☐ Payroll: confirm wages, deductions and employer costs agree with payroll reports.
- ☐ Payroll liabilities: reconcile balances and confirm required payments and filings are current.
- ☐ Sales tax: review taxable sales, tax collected and liability balances; confirm payments and filings are current.

05 Review financial reports

- ☐ Run the monthly and year-to-date Profit & Loss and the month-end Balance Sheet on a consistent reporting basis.
- ☐ Compare results with prior periods; investigate unexpected changes, negative or unfamiliar balances.
- ☐ Confirm the reports make sense for the business and reflect the reconciled accounts.

06 Document and close the month

- ☐ Save statements, receipts, invoices, payroll reports and other supporting documents in an organized monthly folder.
- ☐ Resolve outstanding questions. Record any open item with an owner and a follow-up date.
- ☐ Save final reports and reconciliation records; confirm the month has been reviewed before closing it.
- ☐ After review, protect the completed period where appropriate. Make later corrections deliberately and review their effect on reports.

Every business is different. Items may vary with your operations and bookkeeping needs. Mark items that do not apply as N/A.

Need help keeping your books current? Schedule a consultation.

www.highplainsbookkeeping.com