

Monthly Bookkeeping Checklist

A simple month-end checklist to help you keep your business records organized, complete, and ready for review.

Documents to Gather

Collect these documents before your month-end bookkeeping begins.

- Bank statements for every business bank account.
- Credit card statements for every business credit card.
- Loan, line of credit, or financing statements.
- Merchant processor statements such as Stripe, Square, Shopify, Moneris, Elavon, or PayPal.
- Sales reports from your POS, online store, invoicing system, or marketplace.
- Receipts and supplier invoices for business expenses.
- Payroll reports, source deduction remittance confirmations, and employee reimbursement details.
- GST/HST, PST, or other sales tax documents, if applicable.

Month-End Tasks

Use this section to review whether the main bookkeeping tasks are complete.

- Reconcile all bank accounts to the month-end statement balance.
- Reconcile all credit cards to the month-end statement balance.
- Review uncategorized income and expenses.
- Confirm transfers between bank accounts are not duplicated as income or expenses.
- Review accounts receivable for unpaid customer invoices.
- Review accounts payable for unpaid supplier bills.
- Review payroll liabilities and source deductions payable.
- Check GST/HST collected and GST/HST paid on expenses.

Reports to Review

These reports help you understand how the business performed during the month.

<input type="checkbox"/>	Profit and Loss report for the month.
<input type="checkbox"/>	Balance Sheet as at month-end.
<input type="checkbox"/>	Accounts Receivable aging report.
<input type="checkbox"/>	Accounts Payable aging report.
<input type="checkbox"/>	General Ledger detail for unusual or large transactions.
<input type="checkbox"/>	Sales tax summary for GST/HST review.

Tip: Try to send your monthly documents within the first week after month-end. This helps your books stay current and reduces year-end stress.

Need help with your bookkeeping? Book a consultation with Bejeweled Bookkeeping Services.