

Monthly Bookkeeping Checklist

Staying on top of your books each month can save time, reduce tax-season stress, and help you make better business decisions. Use this simple checklist to keep your finances organized and up to date. If you'd like help with monthly bookkeeping, tax prep, or grant support, reach out to Crabtree & Associates, LLC — we're here to support small businesses and nonprofits!

Monthly Tasks

- ☐ Reconcile bank accounts and credit cards
- ☐ Review income and expense categories
- ☐ Upload and organize receipts
- ☐ Record any missing transactions
- ☐ Review accounts receivable (unpaid invoices)
- ☐ Pay outstanding bills or expenses
- ☐ Check for duplicate or uncategorized transactions
- ☐ Back up your data or export reports

Monthly Review

- ☐ Run a Profit & Loss statement
- ☐ Run a Balance Sheet
- ☐ Compare this month to last month
- ☐ Check for red flags or unusual trends

💡 Pro Tip: Set a recurring calendar reminder on the 1st of each month to do your bookkeeping!