

MONTHLY BOOKKEEPING

CHECKLIST

- ☐ Gather all financial records, including receipts and bank, loan, and credit card statements.
- ☐ Separate business and personal expenses, if necessary, and make appropriate adjustments.
- ☐ Review A/R and A/P and take necessary actions.
- ☐ Categorize all transactions in your accounting software.
- ☐ Reconcile bank, loan, and credit card statements.
- ☐ Generate and review financial reports.
- ☐ Develop a plan and take action to improve results, if possible.
- ☐ Schedule time next month to keep from falling behind on bookkeeping tasks.

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