

# 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.