


Monthly Checklist

	Task	Notes
<input type="checkbox"/>	Record all income & deposits	Confirm deposits are put to correct bank accounts
<input type="checkbox"/>	Enter all business expenses	Categorize properly (e.g., utilities, office supplies) or if you don't know, use the Ask My Accountant account
<input type="checkbox"/>	Pay vendor bills	If needed, create a template of monthly bills such as trash, electric bill, water bill, etc.
<input type="checkbox"/>	Review AR & AR	Ensure no late fees or open invoices
<input type="checkbox"/>	Organize receipts	Digitize and store in folders, envelopes or software
<input type="checkbox"/>	Reconcile credit cards	Match credit card statement with accounting records
<input type="checkbox"/>	Reconcile bank accounts	Match bank statement with accounting records
<input type="checkbox"/>	Review financial reports	Audit P&L by month for discrepancies. Then review balance sheet & cash flow
<input type="checkbox"/>	Back up accounting data	Save securely in cloud or external drive