Month-end bookkeeping checklist

Send these to your bookkeeper at the end of each month. Complete records mean the statements arrive on time and need fewer questions.

ENTITY NAME & COUNTRY	MONTH / PERIOD ENDING	PREPARED BY	BANK ACCOUNTS INCLUDED

01 Bank and cash

- [ ] Statements for every bank account, for the full month
- [ ] Card and wallet statements
- [ ] Petty cash book or a list of cash spent, with receipts
- [ ] Details of any loans or overdraft movements

02 Sales

- [ ] All sales invoices issued, including cancelled ones
- [ ] Credit notes and refunds
- [ ] Customer receipts not visible in the bank statement
- [ ] Any sales agreed but not yet invoiced

03 Purchases and expenses

- [ ] All supplier bills received
- [ ] Receipts for expenses paid personally
- [ ] Rent, utilities and subscription invoices
- [ ] Purchases of equipment or vehicles

04 People

- [ ] Joiners, leavers and salary changes
- [ ] Overtime, commissions and deductions
- [ ] Advances and loans to staff

05 Tax and other

- [ ] Tax notices or letters received
- [ ] Changes in ownership, branches or bank accounts
- [ ] Anything unusual the bookkeeper should know about

06 Priority notes & sign-off

Note urgent gaps, exceptions or dates to highlight during review:

Reviewed by: _____ Date: ___ / ___ / 20___

Next step: Need help catching up or running monthly close? Request a free books review at umaish.com/assessment?assessment=books.

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