

Bugaboo Bookkeeping

bugaboobookkeeping.com · 253-353-2040 · info@bugaboobookkeeping.com

Monthly Bookkeeping Checklist

Complete each section by the 15th of the following month

Month / Year: _____

Client / Business: _____

Bank & Credit Card Reconciliation

- Download statements for ALL bank and credit card accounts for the month
- Reconcile each checking account in QuickBooks Online
- Reconcile each savings account in QuickBooks Online
- Reconcile each credit card account in QuickBooks Online
- Investigate uncleared transactions older than 30 days
- Confirm beginning and ending balances match statements exactly
- Clear any bank feed items still pending review

Accounts Receivable

- Send invoices for all work completed this month
- Record all customer payments received
- Apply payments to outstanding invoices
- Run AR Aging report — flag anything 30+ days past due
- Follow up on overdue invoices
- Confirm deposits match invoice payments (no double-booking)

Accounts Payable

- Record all vendor bills received this month
- Match receipts and bills to bank feed transactions
- Record all payments made to vendors
- Run AP Aging — confirm what is due next month
- Review for duplicate payments or unapplied credits

Payroll (if applicable)

- Confirm all payroll runs are posted correctly in QBO

- Verify payroll tax deposits were made on time
- Reconcile payroll liability accounts
- Confirm employer payroll taxes are recorded

Month-End Financial Review

- Run Profit & Loss report — current month and year-to-date
- Compare P&L; to prior month — note any significant variances
- Run Balance Sheet — review for unusual or unexpected balances
- Review equity section — no unexplained changes
- Confirm sales tax collected matches sales tax liability account
- File any required sales tax returns (check your state's due dates)
- Send monthly P&L; to client or file for review

Notes / Issues This Month

Need help catching up or not sure if your books are accurate? Get a Bookkeeping Diagnostic — \$500 flat · bugaboobookkeeping.com/bookkeeping