

Monthly Bookkeeping Close Checklist

A practical close process for small-business books. Use it after the statement period ends, then finish on the schedule your business and tax deadlines require.

Before you start

Gather complete bank, credit card, loan, payment processor, payroll, and sales platform records. A bank feed is a starting point. It is not proof that the books are complete.

1. Confirm the source records

- ☐ Save the final statement for every bank, credit card, loan, and payment account.
- ☐ Confirm that the statement period matches the month you are closing.
- ☐ Collect sales reports, merchant processor statements, payroll reports, loan statements, and material receipts.
- ☐ List missing records and assign an owner and follow-up date.

2. Review activity before categorizing

- ☐ Match transfers and payments to the existing transaction before adding anything new.
- ☐ Separate owner activity, loan proceeds, transfers, refunds, and income instead of relying only on bank descriptions.
- ☐ Review uncategorized, ask-my-accountant, suspense, and uncategorized asset accounts.
- ☐ Check for duplicate transactions caused by app, bank, or payment processor connections.

3. Reconcile every balance-sheet account

- ☐ Reconcile each bank and credit card account to its statement ending balance and date.
- ☐ Tie loan balances to lender statements and separate principal, interest, and fees when supported.
- ☐ Review payment clearing accounts, undeposited funds, and transfers in transit.
- ☐ Investigate differences. Do not post a plug just to make the reconciliation finish.

4. Review what the business owes and is owed

- ☐ Review open invoices and credits for old, duplicate, or disputed items.
- ☐ Review unpaid bills and vendor credits for completeness.
- ☐ Tie payroll liabilities to the payroll provider reports and payment confirmations.
- ☐ Tie sales tax payable to filed returns or the supporting sales-tax worksheet.

Finish the close

The last review is where bookkeeping becomes useful. The goal is not just to finish the month. It is to leave a clear record another person can follow.

5. Review the profit and loss

- ☐ Compare revenue and gross margin to the prior month and to what actually happened in the business.
- ☐ Scan large, unusual, negative, or duplicate expense amounts.
- ☐ Confirm payroll, contractor payments, software, insurance, rent, and other recurring costs are present.
- ☐ Confirm personal or unsupported items are not left in business expense accounts.

6. Review the balance sheet

- ☐ Look for negative bank, credit card, loan, accounts receivable, or accounts payable balances that do not make sense.
- ☐ Review owner contribution and distribution activity for supporting detail.
- ☐ Review fixed assets, prepaid expenses, deposits, inventory, and digital assets when relevant.
- ☐ Confirm prior-period balances did not change without a documented reason.

7. Finish the close

- ☐ Resolve or document every open question, including the source record still needed.
- ☐ Save the reconciliation reports, final financial statements, and supporting workpapers together.
- ☐ Restrict or close the accounting period after all approved corrections are posted.
- ☐ Send the agreed monthly reports with a short note explaining material changes and unresolved items.

Need a second set of eyes?

If your books or crypto records do not tie out, start with a short fit check. [Contact Bugaboo Bookkeeping](#). This resource is general information, not legal or tax advice.