



Monthly bookkeeping close checklist

A month-end operating system: collect, classify, reconcile, review and sign off

Use this to organize your business records. Keep original documents secure. This is not tax, legal or accounting advice.

Close cover

Business: _____ Month ended: _____ Owner: _____

Target close date: _____ Prior month closed: ☐ Yes ☐ No

Do not sign off unresolved differences as zero. This is workflow guidance, not accounting advice.

Close calendar

Days 1-2: request records and freeze the month's transaction list.

Days 3-4: classify and reconcile.

Day 5: review reports, clear exceptions or assign owners.

Day 6: save a review copy and sign off. Adjust timing for your actual books.

Step	Owner	Target date	Done / note

Step 1: complete the source pack

- ☐ All bank, card, loan and processor statements
- ☐ Sales by channel, invoices, credit notes and refunds
- ☐ Bills, expenses and receipts
- ☐ Payroll, contractor payments and owner transfers
- ☐ Prior month’s unresolved exceptions and reconciliations
- ☐ Confirm period, accounts and source-file location

Source / account	Period	Received	Missing item / owner

Step 2: classify and match

- ☐ Match processor payouts to gross sales less fees and refunds
- ☐ Match customer deposits to invoices without duplicating revenue
- ☐ Separate owner draws, contributions and transfers from operating expenses
- ☐ Review uncategorized, duplicate and reversed transactions
- ☐ Flag personal and mixed-use items for owner/bookkeeper review
- ☐ Verify unusual transactions with original source documents

Transaction	Source	Proposed treatment	Review owner

Step 3: reconcile

- ☐ Compare book ending balance with each bank and card statement
- ☐ Review outstanding checks and deposits in transit
- ☐ Check processor balance and payouts that straddle month-end
- ☐ Record difference; assign owner and due date if not zero

Account	Statement	Books	Difference	Follow-up

Step 4: management review

- ☐ Compare revenue and expenses with prior month and budget if available
- ☐ Review cash, open invoices and past-due receivables
- ☐ Review unpaid bills and upcoming commitments
- ☐ Inspect negative balances and unusual categories
- ☐ Decide which corrections belong to this close and which need professional review

Metric / question	This month	Prior month	Explanation / action

Worked reconciliation example

Statement ending balance: \$8,250; book ending balance: \$8,050; difference: \$200. An unrecorded deposit of \$200 is found in statement detail. Enter and document the correction, then rerun reconciliation. Do not simply mark the account reconciled.

If the source cannot be found, log the \$200 as an open exception with an owner and due date.

Issue / amount	Evidence checked	Owner	Due / status

Close signoff and carryforward

Open item	Impact	Owner	Next close action

Closed by: _____ Date: _____ Reviewed by: _____ Date: _____

Reports stored at: _____ Next close target: _____