SDP COMMUNICATIONS
MAKING THE COMPLEX SIMPLE

Monthly Bookkeeping Checklist

A repeatable monthly routine to keep your financial records current.

Record and organize

- [ ] Record all sales, payments received, and other income.
- [ ] Enter supplier bills, operating expenses, and purchases.
- [ ] Keep receipts and supporting documents in an organized location.
- [ ] Separate business and personal transactions.
- [ ] Review accounts receivable and follow up on overdue invoices.
- [ ] Review accounts payable and upcoming due dates.

Reconcile and review

- [ ] Reconcile business bank accounts to statements.
- [ ] Reconcile business credit cards and payment processors.
- [ ] Review payroll records and required remittances, if applicable.
- [ ] Review sales tax collected and paid; note upcoming filing deadlines.
- [ ] Review profit and loss, cash position, and unusual transactions.
- [ ] Back up accounting records and protect access credentials.

Monthly follow-up

Month / year:

_____

Outstanding questions or items to follow up:

_____

Next review date:

_____

General organizational guide; filing and remittance requirements depend on your business and jurisdiction.