SHARP NUMBERS BOOKKEEPING

Monthly Bookkeeping Checklist

One page. Once a month. Fifteen minutes that save you at tax time.

Business: _____ **Month / Year:** _____

1 · Money In

- [ ] Record all income received this month
- [ ] Send invoices for all completed work (within 24 hours)
- [ ] Follow up overdue invoices — kind nudge at 7 days, firm at 14
- [ ] Deposit any outstanding checks or cash

2 · Money Out

- [ ] Categorize every expense — no “miscellaneous” dumping ground
- [ ] File all receipts digitally — snap, save, done
- [ ] Review subscriptions — cancel what you’re not using
- [ ] Pay bills due and schedule next month’s

3 · Reconcile — the 15-minute close

- [ ] Match your books to your bank statement
- [ ] Match credit card statements
- [ ] Investigate anything that doesn’t match — now, not at tax time
- [ ] Clear uncategorized transactions to zero

4 · Pay Yourself & Taxes

- [ ] Take your set owner’s draw — same amount, same day
- [ ] Move 25% of deposits to your tax account
- [ ] Check your quarterly estimate due date

5 · Review & Close

- [ ] Read your profit & loss — revenue, expenses, bottom line
- [ ] Update your mileage log
- [ ] Back up your books

Notes / Next Month

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