

# Monthly Bookkeeping Review Checklist

**A simple monthly checklist to help small business owners stay organized, accurate, and financially informed.**

**Presented by: Smart Ledger Bookkeeping Services, LLC**

*Where Books Come to Balance*

# Monthly Bookkeeping Checklist

Consistent monthly bookkeeping helps business owners maintain accurate financial records, improve cash flow visibility, and make more informed business decisions throughout the year.

## Smart Tip

If reviewing your books feels overwhelming, start with just one task. Reconciling your bank account alone gives you more financial clarity than doing nothing at all.

## Monthly Review Checklist

- Reconcile all bank accounts
- Reconcile all credit card accounts
- Categorize all business transactions
- Review profit and loss statements
- Review monthly cash flow trends
- Confirm all income and deposits have been recorded
- Review unpaid invoices
- Review outstanding bills and expenses
- Organize receipts and supporting documents
- Review payroll records and contractor payments
- Set aside estimated tax funds
- Review subscriptions and recurring charges
- Back up financial records securely

# Need Help Organizing Your Books?

Smart Ledger Bookkeeping Services, LLC helps small business owners maintain organized financial systems with bookkeeping support designed to create clarity, confidence, and peace of mind.

Services Include:

- Monthly bookkeeping
- Account reconciliation
- Financial reporting
- Catch-up & clean-up bookkeeping
- Financial organization systems

[www.smartledgerbookkeepingservices.com](http://www.smartledgerbookkeepingservices.com)

[info@smartledgerbookkeepingservices.com](mailto:info@smartledgerbookkeepingservices.com)

