



Sample CPA-Ready Monthly Bookkeeping Close Summary

A public sample showing how Bookkeep Boss documents monthly close status, reconciliations, review notes, open items, and handoff to the CPA / tax professional.

Monthly Close At a Glance

Sample Client	ABC Services LLC
Period Ended	March 31, 2026
Prepared For	Business Owner and CPA / Tax Professional Review
Prepared By	Bookkeep Boss LLC
Close Status	Reviewed with open client follow-up items
Books Reviewed Through	March 31, 2026
Accounts Reconciled Through	March 31, 2026 statement dates, where statements were available

What This Sample Demonstrates

- A reconciliation-first monthly close rather than transaction categorization alone.
- A documented review of key Balance Sheet and Profit and Loss areas.
- Clear client follow-up items on unresolved transactions.
- A clean handoff for the business owner and CPA / tax professional.

Monthly Close Snapshot

Close Area	Status	Sample Notes
Bank feed and transaction review	Complete	March activity reviewed and categorized based on available records.
Bank and credit card reconciliations	Complete	Active accounts reconciled through month-end statement dates.
Balance Sheet review	Reviewed	Cash, liabilities, owner activity, and clearing balances reviewed.
Profit and Loss review	Reviewed	Income, direct costs, and recurring expenses reviewed for unusual activity.
Open questions	Pending	Client follow-up items remain open and are listed on page 2.

Key Review Notes

Review Area	Sample Review Note	Follow-Up
Cash and bank accounts	Active bank accounts were reconciled through month-end. No unreconciled differences noted.	No
Credit cards	Statement balances agree to QuickBooks reconciliations. One receipt was requested.	Yes
Loans and liabilities	Loan balances and payment activity were reviewed based on available records.	Statement requested
Owner activity	Owner contributions and draws were reviewed for classification consistency.	One transfer open
Income and direct costs	Sales activity and direct costs were reviewed for consistency with recorded activity.	No
Recurring expenses	Software, administrative, and recurring expenses were reviewed for unusual changes.	No

Open Questions / Client Follow-Up

Question	Why It Matters	Status
Please confirm the business purpose for a higher-dollar purchase.	Needed to confirm expense classification and whether CPA review is needed.	Open
Please confirm whether one transfer should be treated as an owner contribution.	Needed for proper equity classification.	Open
Please provide the month-end lender statement.	Needed to confirm principal, interest, and ending loan balance.	Open

CPA Notes and Reports Prepared

CPA Notes	Reports Prepared
<ul style="list-style-type: none"> Books reviewed through March 31, 2026. Active bank and credit card accounts reconciled through statement dates. Open client follow-up items remain documented above. Tax-only adjustments, depreciation, and final tax treatment should be determined by the CPA or tax professional. 	<ul style="list-style-type: none"> Balance Sheet Profit and Loss Reconciliation reports General Ledger and supporting detail available upon request

Scope Reminder

This sample close summary is a bookkeeping documentation tool. It is intended to support organized financial records and CPA coordination. It does not represent audited financial statements, tax advice, legal advice, or assurance that all tax adjustments have been recorded.