VIBRANT BOOKKEEPING

# Your monthly bookkeeping checklist

A calmer month starts with a clear routine. Keep this guide and reuse it each month.

BUSINESS: _____ MONTH / YEAR: _____

- [ ] **Gather your records**

  Collect bank and credit card statements, receipts, sales reports, invoices, and bills for the month.

- [ ] **Check for missing or duplicate activity**

  Compare your records with imported activity. Check the dates and investigate missing or duplicate entries before accepting them.

- [ ] **Categorize income and expenses**

  Use consistent categories and attach supporting records. Set aside unfamiliar transactions to research rather than guessing.

- [ ] **Separate transfers and owner activity**

  Identify transfers, owner contributions, draws, and personal purchases so they are not mistaken for business sales or expenses.

- [ ] **Reconcile every business account**

  Match each bank and credit card account to its statement. Investigate differences; do not force an adjustment just to reach zero.

- [ ] **Review unpaid invoices and bills**

  Confirm what customers still owe and what your business owes. Check for payments that have not been matched to the right item.

- [ ] **Review your reports**

  Look at profit and loss and the balance sheet for the month. Compare with the prior month and flag unexpected changes or balances.

- [ ] **Save records and list your next steps**

  Store statements, receipts, reports, and open questions in a restricted business folder. Make a short action list for next month.

Use this as an organizing guide, not proof that your books are accurate.

Tax treatment, filing requirements, and complex accounting questions need qualified advice.

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# Turn questions into next steps

You do not need to solve everything at once. Start with what needs attention.

## PAUSE AND ASK FOR HELP IF...

- [ ] **Your reconciliations will not balance**

  Record the account, month, and difference. Avoid deleting or changing older entries until you understand the cause.

- [ ] **Several months are missing or unfinished**

  List the months and accounts involved. A defined catch-up project can help you get current without a monthly commitment.

- [ ] **Business and personal activity are mixed**

  Identify the transactions and ask how to record them correctly. Keep a separate list of anything you cannot explain.

## MY THREE NEXT STEPS

1. _____

2. _____

3. _____

**Questions to bring to my bookkeeper:**

_____

_____

## Want a hand with your next step?

Start with a free 30-minute consultation with Tiffany. We can discuss monthly support, a one-time project, or a focused Books Checkup.

**Email Tiffany to request your free consultation**

General bookkeeping guidance only. No tax advice, audit, or assurance is provided.