

Monthly Bookkeeping Checklist

1. Email or provide zip drive of data, including monthly general ledger activity, if maintained
2. Coded checks and registers, if not posted on an accounting system
3. Coded deposits and registers, if not posted on an accounting system
4. Cash Count sheets
5. Monthly bank account statements, and reconciliations, if generated
6. Monthly savings account statements
7. List of month end accounts receivable balances
8. List of monthly account activity of other receivables
9. Month end Inventory worksheets
10. List of expenses paid in advance at month end for the next month
11. Current month asset purchases and sales
12. List of any obsolete assets on depreciation schedule
13. Other asset descriptions and summary of activity
14. List of month end accounts payable
15. Credit card monthly statements
16. Wages due to employees at end of month
17. Monthly payroll paid register
18. Note and supporting documents for any bank loans taken out during the month
19. Monthly bank loan activity statements
20. List of dividends paid during the month