BUSINESS RESOURCE

Monthly Bookkeeping Checklist

A practical month-end process you can follow in order, from collecting documents to closing the month cleanly.

A practical Harrian Bookkeeping guide for small businesses across the UK.

How to use this guide
Work through the steps in order. Tick off or note anything that needs attention, and keep the guide with your bookkeeping records for reference.

Step-by-step month-end routine

1

Collect the month's paperwork

Gather sales invoices, supplier invoices, receipts, bank statements, card statements and any finance or loan statements. Do this before reconciling so you are not constantly stopping to search for missing documents.

2

Record missing transactions

Enter or import any income and expenses that are not already in the bookkeeping system. Use clear descriptions and the correct dates so transactions are easy to trace later.

3

Reconcile every bank and card account

Work through each account and match the bookkeeping records to the statement. Do not ignore small differences; they often point to duplicated entries, missing fees or transactions recorded in the wrong period.

4

Review customer balances

Check which sales invoices remain unpaid. Confirm that receipts have been allocated to the right customers and identify anything that needs chasing.

5

Review supplier balances

Check unpaid supplier bills and make sure payments have been allocated correctly. Look for duplicate bills or receipts that have been entered twice.

6

Resolve the exceptions

Create a short list of anything you cannot identify. Ask the relevant person while the transaction is still recent rather than leaving a growing list of unknown items.

7

Review the month as a whole

Look over income, expenses and bank balances for anything that appears unusual compared with normal trading. This is a useful final sense-check before considering the month complete.

Month-end sign-off

- Bank and credit-card balances agree to statements.
- No unexplained duplicates remain.
- Receipts and invoices are attached or stored.
- Outstanding customer and supplier balances have been reviewed.
- Bookkeeping queries are documented.
- The month is ready to be reviewed later without having to reconstruct what happened.

You do not have to complete bookkeeping on the final calendar day of every month. The important point is to have a consistent routine that keeps records current and prevents unresolved items building up.

Important

This checklist is a bookkeeping workflow, not tax or accounting advice. Your accountant may require additional schedules or information depending on your business.

Need help keeping your bookkeeping organised?

Harrian Bookkeeping provides reliable bookkeeping support for small businesses across the UK. Email **hello@harrianbookkeeping.com** or call **07831 524703**.