LUMSTED
BOOKKEEPING LLC

Monthly Bookkeeping Checklist

A repeatable month-end routine for clean records, clear reports, and fewer financial surprises.

1. Complete the records

- Import or enter every bank, credit-card, loan, payroll, and payment-processor transaction. Date: __________
- Collect missing receipts and attach them to the matching transactions. Date: __________
- Categorize uncategorized transactions and review unusual or high-value expenses. Date: __________
- Confirm business and personal transactions are separated; record any owner contributions or draws correctly. Date: __________

2. Reconcile and verify

- Reconcile every bank and credit-card account to the statement ending balance. Date: __________
- Reconcile payment processors and confirm transfers, fees, and deposits match. Date: __________
- Review accounts receivable and identify invoices that are overdue or unlikely to be collected. Date: __________
- Review accounts payable and list bills due during the next 30 days. Date: __________
- Confirm loan balances and separate principal payments from interest expense. Date: __________

3. Review the business

- Compare revenue, gross profit, operating expenses, and net profit with the prior month and budget. Date: __________
- Review the balance sheet for negative balances, old receivables, duplicate accounts, or unexplained changes. Date: __________
- Compare profit with the change in cash; explain major differences such as unpaid invoices, debt payments, equipment, or owner draws. Date: __________
- Update the next 13 weeks of your cash-flow forecast. Date: __________
- Move planned amounts into tax and emergency-reserve accounts. Date: __________

4. Decide and document

- Write down the three most important financial observations from the month. Date: __________
- Choose one corrective action, one cash action, and one growth decision for next month. Date: __________
- Save financial statements and supporting documents in the monthly records folder. Date: __________
- Send questions and reports to your bookkeeper or accountant while the details are still fresh. Date: __________

Monthly notes