

MONTHLY FINANCIAL CHECKLIST

STAY ORGANIZED, ONE MONTH AT A TIME



Business Name: _____ Month: _____

Helping your business stay organized, one month at a time.

BANK & CREDIT CARDS

- | | |
|---|--|
| ☐ Download all bank statements | ☐ Download all credit card statements |
| ☐ Record all transactions | ☐ Match deposits to invoices |
| ☐ Review for duplicate or missing transactions | ☐ Reconcile all bank accounts |
| ☐ Reconcile all credit card accounts | |

INCOME

- | | |
|---|--|
| ☐ Send any outstanding invoices | ☐ Record all customer payments |
| ☐ Review unpaid invoices (Accounts Receivable) | ☐ Follow up on overdue invoices |
| ☐ Verify all deposits were recorded correctly | |

EXPENSES

- | | |
|---|---|
| ☐ Enter all vendor bills and receipts | ☐ Categorize expenses accurately |
| ☐ Review recurring subscriptions | ☐ Verify all business purchases are documented |
| ☐ Attach digital receipts when available | |

PAYROLL (IF APPLICABLE)

- | | |
|--|---|
| ☐ Process payroll | ☐ Review payroll reports |
| ☐ Submit payroll tax payments | ☐ Verify employee reimbursements |

CASH FLOW

- | | |
|---|--|
| ☐ Review current bank balances | ☐ Compare income to expenses |
| ☐ Transfer money into tax savings | ☐ Review upcoming bills and obligations |
| ☐ Confirm sufficient cash for the next 30 days | |

FINANCIAL REVIEW

- | | |
|--|---|
| ☐ Review your Profit & Loss Statement | ☐ Review your Balance Sheet |
| ☐ Compare results to last month | ☐ Investigate unusual income or expenses |
| ☐ Review owner draws or distributions | |

COMPLIANCE

- | | |
|---|---|
| ☐ File sales tax (if required) | ☐ Record loan payments correctly |
| ☐ Maintain organized digital records | ☐ Back up financial documents |

LOOKING AHEAD

- | | |
|--|---|
| ☐ Review next month's expected expenses | ☐ Plan for major purchases |
| ☐ Set one financial goal for next month | |



Keeping your books current doesn't have to be overwhelming. Meadow Ledger Co. provides accurate, reliable bookkeeping so you can spend more time growing your business and less time managing paperwork.

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