FREE PRINTABLE CHECKLIST · LINKUN FOUNDATION

Monthly money close checklist

A one-hour routine at the end of every month that keeps your books clean, your cash predictable, and tax time easy.

Block one hour in the first week of every month. Doing it monthly takes far less time than catching up once a year.

Records

- [ ] Download statements for every business bank, card, loan, and payment app account.
- [ ] Match every transaction in your bookkeeping to the bank statement (reconcile).
- [ ] Sort any uncategorized transactions.
- [ ] Save receipts for purchases over $75 and anything you'll deduct.
- [ ] Move any personal charges out of the business accounts and note them as owner draws.

Money owed to you

- [ ] List every unpaid invoice and how many days old it is.
- [ ] Follow up on anything past due. The collections follow-up checklist has a schedule and scripts.
- [ ] Calculate your days sales outstanding with the accounts receivable calculator.

Money you owe

- [ ] List bills due next month, including quarterly and annual ones.
- [ ] Confirm sales tax and payroll tax payments were filed and paid on time.
- [ ] Move your tax set-aside into its own account.

Look ahead

- [ ] Compare this month's sales and expenses with last month and the same month last year.
- [ ] Update your 13-week forecast in the Cash Flow Toolkit.
- [ ] Check your cash runway with the cash runway calculator.
- [ ] Write down one thing to fix next month.

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