MARK POMPEO
BOOKKEEPING

Accurate Books | Better Decisions | Smarter Business

Month-End Bookkeeping Checklist

7 Essential Tasks to Close Your Books with Confidence

1

Confirm All Transactions Recorded

Make sure every transaction has been entered and classified correctly:

- All purchases and expenses
- All income and payments received
- All invoices and bills
- Payroll and taxes
- Transfers between bank accounts
- Loan payments

Record any transactions that were missed during the month. Research any uncategorized transactions and categorize them.

2

Review Accounts Receivable & Payable

Check which customers owe money and send follow-ups for overdue invoices.

Review your outstanding bills, send payment ASAP for anything overdue, and schedule payments for those with upcoming due dates.

3

Update Inventory Records

Inventory tracking software can drastically simplify this process.

Adjust for purchases, sales, and shrinkage.

Perform a physical inventory count at least once per year — quarterly or monthly is even better.

4

Reconcile Bank Accounts

Reconcile checking, savings, credit cards, and loans.

Compare statements against your records looking for discrepancies, duplicates, or missing transactions.

Ensure loan payments were properly split between principal and interest.

5

Reconcile Petty Cash

Count the cash on hand and ensure it matches what you should have based on:

- Receipts for sales and expenses
- Cash deposits to the bank

Any discrepancy should be investigated and documented immediately.

6

Review Fixed Assets & Depreciation

Confirm asset purchases were properly recorded as assets — not expenses.

Ensure monthly depreciation is recorded as an expense and accumulated depreciation is recorded as a contra-asset (an asset account with a negative balance that reduces the value of other assets).

7

Review Financial Statements

Review these three key reports:

- Profit & Loss (Income Statement)
- Balance Sheet
- Statement of Cash Flows

Regular review of these statements helps you identify issues early before they grow into major problems.