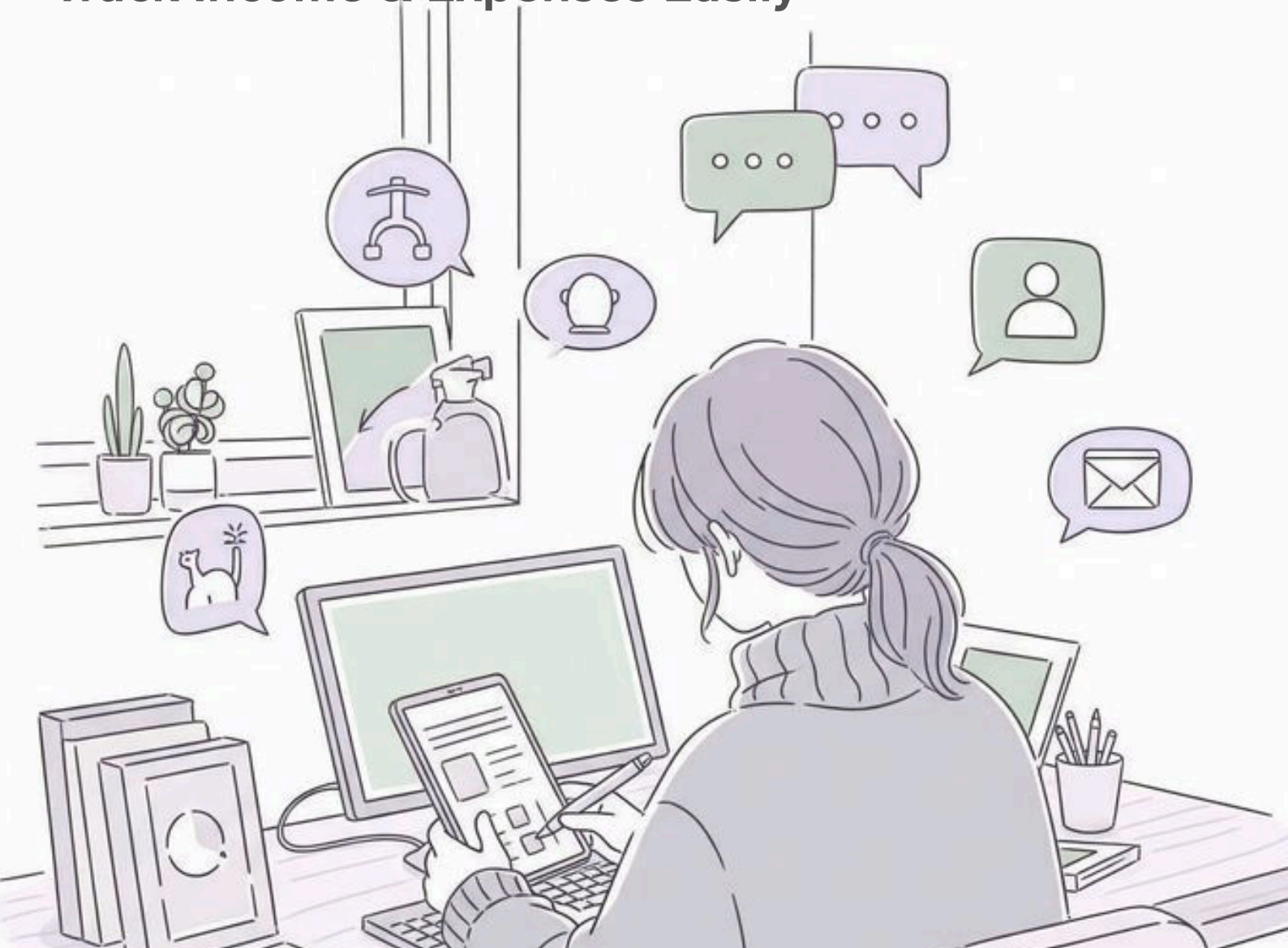


Monthly Bookkeeping Checklist for Small Business Owners

Track Income & Expenses Easily



Why Bookkeeping Matters

Running a small business gives you independence, but staying on top of your finances is what keeps the business sustainable. Without proper bookkeeping, it's easy to lose track of invoices, miss unpaid payments, overspend without noticing, and struggle to understand how the business is actually performing.

This checklist is designed to help small business owners stay financially organised each month without needing advanced accounting knowledge. By following a simple bookkeeping routine, you can manage cash flow better, keep accurate records, and stay prepared for tax season without the usual last-minute stress.

Your Bookkeeping Checklist

Review all invoices sent during the month

Follow up on unpaid or overdue invoices

Record all business expenses

Reconcile bank account transactions

Review monthly cash flow

Check payroll and salary payments (if applicable)

Review profit and loss for the month

Organise receipts and supporting documents

Back up financial records and invoices

Prepare for next month's expected expenses