

Free checklist

Month-end close checklist for small businesses

Every step to close your books each month, in order. Work top to bottom, tick each box, and your numbers will be ready to trust.

Business

Month being closed

Started on

1 Gather

Get everything for the month in one place before you start.

- ☐ **Download statements** for every bank account, credit card, loan and payment account.
- ☐ **Collect receipts and bills** for the month, including any you paid in cash or on a personal card.

2 Record

Make sure every dollar in and out is in the books, in the right category.

- ☐ **Categorize every transaction** in your bank and card feeds.
- ☐ **Enter all bills** you received this month, paid or not.
- ☐ **Record customer invoices and payments**, so sales and money received match.
- ☐ **Record payroll**, including wages, payroll taxes and provider fees.
- ☐ **Split loan payments** into principal and interest.

3 Reconcile

Match your books to each statement so the balances agree to the cent.

- ☐ **Reconcile each bank account** to its month-end statement.
- ☐ **Reconcile each credit card** to its statement.
- ☐ **Reconcile loans and payment accounts**, such as PayPal, Stripe or Shopify.

4 Review

Look over the numbers before you lock the month.

- ☐ **Review unpaid bills** (accounts payable) and check nothing is overdue or entered twice.
- ☐ **Review unpaid invoices** (accounts receivable) and follow up on late payments.
- ☐ **Clear uncategorized items** and anything parked in "ask my accountant".
- ☐ **Compare your profit and loss** with last month and look into big changes.
- ☐ **Check your balance sheet**: cash matches the bank, and no balances look odd or negative.

5 Close

Lock the month so nothing changes by accident, then share the results.

- ☐ **Set a closing date** in your accounting software for the month.
- ☐ **Save and share your reports**: profit and loss, balance sheet and anything your team, lender or CPA needs.

Sign-off

Closed by _____

Date closed _____

Reviewed by _____

Notes for next month**Want this done for you every month?**

Our team closes the books for US small businesses every month, inside the software you already use. Start with a free books health check: we review one recent month and send you a short written summary.

chudasamallc.com/health-check · Book a free 30-minute consultation at **chudasamallc.com/contact**