



MONTHLY BOOKKEEPING CHECKLIST

A simple monthly checklist to keep your finances clean, your cash flow healthy, and your business profitable.



1. BANKING

- ☐ Reconcile bank accounts
- ☐ Reconcile credit cards
- ☐ Review uncategorized transactions



2. REVENUE

- ☐ Send all invoices
- ☐ Follow up on overdue invoices
- ☐ Match deposits to invoices



3. EXPENSES

- ☐ Categorize expenses
- ☐ Upload receipts
- ☐ Review recurring subscriptions



4. PROFIT

- ☐ Review Profit & Loss
- ☐ Review cash balance
- ☐ Compare against last month



5. TAX READINESS

- ☐ Organize receipts
- ☐ Verify deductible expenses
- ☐ Confirm CPA-ready records



HOW READY IS YOUR BUSINESS?

- ☐ My books are up to date.
- ☐ Every bank account is reconciled.
- ☐ I know how much profit I made last month.
- ☐ Every expense is categorized correctly.
- ☐ Outstanding invoices are monitored.
- ☐ I could hand my financial records to my CPA today.



STAY FOCUSED ON RUNNING YOUR BUSINESS. WE'LL HANDLE THE NUMBERS.

Accurate books. Better decisions. Stronger profit. Let Rose Business Books take bookkeeping off your plate so you can get back to what you do best.



READY TO SAVE TIME?

Schedule a free 30-minute call today and let's talk about how we can help.