



**M. BOURGEOIS**  
*Bookkeeping Services Ltd*

# Monthly Bookkeeping Checklist

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This checklist is designed for business owners completing their own bookkeeping. Following these steps each month will help keep your financial records organized and up to date.

## Start of the Month

- Create a new folder for the month (digital or paper)

## During the Month

- Save all expenses receipts (paper or digital)
- If choosing electronically upload receipts to Dext, Hubdoc, or your chosen system
- Keep copies of vendor bills and invoices
- Track customer invoices issued
- Track payments received
- Keep copies of invoices issued to customers
- Keep records of deposits received

## End of the Month

- Know your payroll filing deadline
- Know your HST filing deadline
- Download or print all bank statements
- Download or print all credit card statements
- Match receipts to all expenses
- Match deposits to invoices or sales records

## Posting Your Bookkeeping

- Post all income entries
- Post all expense entries
- Post payroll entries if applicable
- Ensure all transactions are recorded in bookkeeping software
- Complete bank reconciliation for all accounts

- Complete credit card reconciliation

### **Before Closing the Month**

- Make sure all invoices issued are recorded
- Review unpaid invoices
- Know who owes you money (accounts receivable)
- Follow up on outstanding balances if needed
- Review financial reports
- Confirm the month is complete before moving forward

For bookkeeping support or startup questions, contact M. Bourgeois Bookkeeping Services Ltd.