

# Monthly Bookkeeping Tasks

Keep your business in good financial standing by making sure these bookkeeping tasks are done each month.

---

- Download and save all end of month statements (might have to wait a few days into next month)
- Import and update all monthly transactions
- Identify and match all monthly transfers (you want to do transfer first)
- Identify owners draws and investments
- Record "out of bank" transactions (example would be fees from credit card transactions)
- Record checks and cash expenses
- Reconcile your account
- Review your profit and loss statement
- Review your balance sheet
- Analyze your company reports
- Payment any outstanding bills
- Send out final reminder invoices
- Review company expenses (is there anything you can reduce or cancel?)
- Create a financial planning spreadsheet for current month