

Monthly Bookkeeping Checklist

A repeatable month-end routine for small businesses

A consistent month-end close keeps your accounts audit-ready and makes tax deadlines a non-event. Work through this each month in Xero, QuickBooks or Zoho Books. Keeping books current weekly makes the month-end far lighter.

Bank & cash

- Import or confirm all bank feed transactions are in.
- Reconcile every bank and credit card account to statement.
- Clear any unreconciled or suspense items.
- Check for duplicate transactions.

Sales & receivables

- All sales invoices raised and sent.
- Customer receipts matched to invoices.
- Review aged receivables and chase overdue accounts.
- Confirm VAT codes on sales are correct.

Purchases & payables

- All supplier bills entered (pull from Dext / Hubdoc).
- Payments matched to bills.
- Review aged payables and upcoming due dates.
- Confirm expense coding and VAT codes are correct.

Review & adjustments

- Post accruals and prepayments where needed.
- Check payroll journals are posted (if applicable).
- Review the P&L; for anything coded to the wrong account.
- Scan the balance sheet for odd balances.

Reporting & close

- Generate the monthly P&L; and balance sheet.
- Produce a short cash flow / position summary.
- Note anything the owner should act on.
- Lock the period once reviewed to prevent changes.

Key facts at a glance

- Reconcile weekly — it makes month-end far lighter.
- Never claim input VAT without a valid invoice.
- Use Dext / Hubdoc so nothing is missed at month-end.
- Lock closed periods to keep prior numbers stable.

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This checklist is general guidance based on published FTA / HMRC rules current at the time of writing and is not a substitute for advice on your specific circumstances. Rules, thresholds and deadlines change. Always confirm against the official portal.