



# THE MONTHLY BOOKKEEPING CHECKLIST

*A clean monthly routine for the business behind your books.*

Use this checklist once each month after the final bank and credit-card activity has posted. Complete each step, investigate anything that does not make sense, and keep the supporting records with your bookkeeping files.

| MONTH AND YEAR | DATE COMPLETED | COMPLETED BY |
|----------------|----------------|--------------|
| _____          | _____          | _____        |

## 1. Gather the month's records

- ☐ Download statements for every business bank and credit-card account.
- ☐ Collect royalty statements from Amazon KDP, IngramSpark, Draft2Digital, ACX, Findaway, Patreon and other platforms used this month.
- ☐ Download activity from PayPal, Venmo, Stripe, Square, Shopify or other payment processors.
- ☐ Gather receipts, invoices, contracts and bills for business purchases.
- ☐ Collect mileage, travel and event records, including the business purpose.
- ☐ Identify any business expenses paid with personal funds and any personal expenses paid from business accounts.

## 2. Record and verify all income

- ☐ Record royalty income using the platform statement and the actual deposit received.
- ☐ Record direct book sales, signed-copy sales, event sales, subscriptions, speaking income and other business revenue.
- ☐ Separate gross sales from processor fees, refunds, chargebacks, shipping and sales tax collected.
- ☐ Match each deposit to its source instead of recording unexplained deposits as generic income.
- ☐ Check for income deposited into a personal account or received through a personal payment app.
- ☐ Confirm that transfers between your own accounts are recorded as transfers, not income.

## 3. Record and support expenses

- ☐ Enter all business purchases and assign the correct category.
- ☐ Attach or file the receipt and note the business purpose when it is not obvious.
- ☐ Review author-specific costs such as editing, cover design, formatting, advertising, software, ISBNs, printing, shipping, research and event fees.
- ☐ Record personally paid business expenses as an owner contribution or reimbursement due, as appropriate.
- ☐ Separate mixed-use purchases and record only the supported business portion.
- ☐ Check for duplicate transactions created by imports, bank feeds or manual entry.

## Reconcile the Story Behind the Numbers

*Every balance should have a source, a purpose and a supporting record.*

### 4. Review payment platforms and clearing accounts

- ☐ Match processor activity to platform reports and bank deposits.
- ☐ Record fees, refunds, chargebacks, withheld reserves and other deductions.
- ☐ Investigate deposits that combine several sales or cover more than one reporting period.
- ☐ Confirm that transfers from payment platforms are not counted twice.
- ☐ Review undeposited funds or clearing accounts and resolve old balances.
- ☐ Save the monthly platform statements with the bookkeeping records.

### 5. Reconcile every balance-sheet account

- ☐ Reconcile each business checking and savings account to its statement ending balance.
- ☐ Reconcile each business credit card to its statement ending balance.
- ☐ Reconcile loans and lines of credit, separating principal, interest and fees.
- ☐ Review payment-processor, cash and undeposited-funds balances.
- ☐ Investigate duplicate, missing, stale or uncleared transactions.
- ☐ Confirm that statement dates and reconciliation periods are correct.
- ☐ Save the reconciliation reports and note unresolved differences.
- ☐ Do not force a reconciliation with an unexplained adjustment.

### 6. Review owner activity, payroll and taxes

- ☐ Classify owner contributions, draws and distributions correctly; do not treat them as ordinary income or expenses.
- ☐ Record reimbursements owed to the owner or repayments made by the business.
- ☐ Review contractor payments and keep completed Form W-9 records where applicable.
- ☐ Confirm payroll, payroll taxes and payroll liabilities agree with payroll reports.
- ☐ Set aside funds for estimated income and self-employment taxes based on guidance from your tax professional.
- ☐ Review sales-tax activity for direct or event sales and confirm filing and payment responsibilities.
- ☐ Document unusual transactions so they can be discussed with the appropriate professional.

### 7. Review customers, bills and commitments

- ☐ Review unpaid invoices, licensing income, speaking fees or other amounts still owed to the business.
- ☐ Follow up on overdue customer balances and document collection activity.
- ☐ Review unpaid vendor bills and upcoming due dates.
- ☐ Confirm deposits, retainers or advances are classified consistently with your accounting method and professional guidance.
- ☐ Review subscriptions and recurring charges; cancel services that are no longer useful.

# Read the Monthly Financial Draft

*Review the reports before you declare the month finished.*

## 8. Run and review the core reports

- ☐ Run a Profit and Loss report for the month and year to date.
- ☐ Compare income and expenses with the prior month, budget or launch plan.
- ☐ Run a Balance Sheet as of the final day of the month.
- ☐ Review Accounts Receivable and Accounts Payable aging reports if used.
- ☐ Review sales by title, format, platform, event or income stream when your system tracks that detail.
- ☐ Look for negative balances, unusually large amounts, missing categories and transactions posted to uncategorized accounts.
- ☐ Investigate anything you cannot explain in plain language.
- ☐ Export or save final reports with the month's records.

## 9. Ask the business questions

- ☐ Which books, formats, platforms or events produced the strongest revenue?
- ☐ What were the largest expenses, and were they planned?
- ☐ Did marketing or launch spending produce a measurable result?
- ☐ Is available cash sufficient for upcoming bills, taxes and planned projects?
- ☐ Are subscriptions, services and advertising still earning their place in the budget?
- ☐ What financial decision needs attention before next month ends?

## 10. Close and protect the month

- ☐ Resolve all transactions marked uncategorized, pending, ask my accountant or needs review.
- ☐ Add notes for items that must remain open and assign a follow-up date.
- ☐ Save bank, credit-card, processor, payroll and royalty statements in a consistent folder structure.
- ☐ Back up the bookkeeping file or confirm that the cloud system is syncing properly.
- ☐ Restrict or close the accounting period when appropriate to prevent accidental changes.
- ☐ Schedule next month's bookkeeping date before returning to the manuscript.

## 11. Prepare for quarterly and year-end work

- ☐ Keep vendor names, addresses and tax-identification records current.
- ☐ Track cumulative contractor payments and potential information-return requirements.
- ☐ Maintain mileage and fixed-asset records throughout the year.
- ☐ Share questions and unusual transactions with your bookkeeper or tax professional promptly.
- ☐ Confirm that tax, license and filing deadlines are on the calendar.

## Monthly Bookkeeping Summary

*Complete this page after the checklist so next month starts with a clean outline.*

|                                                  |                                                |
|--------------------------------------------------|------------------------------------------------|
| <b>TOTAL INCOME</b><br>\$ _____                  | <b>TOTAL EXPENSES</b><br>\$ _____              |
| <b>NET PROFIT OR LOSS</b><br>\$ _____            | <b>CASH AVAILABLE</b><br>\$ _____              |
| <b>OUTSTANDING CUSTOMER BALANCES</b><br>\$ _____ | <b>UNPAID BUSINESS BILLS</b><br>\$ _____       |
| <b>TAX FUNDS RESERVED</b><br>\$ _____            | <b>TRANSACTIONS NEEDING FOLLOW-UP</b><br>_____ |

### 12. Document the ending

The strongest part of the business this month was

\_\_\_\_\_

The expense or result that surprised me was

\_\_\_\_\_

The item I need to discuss with my bookkeeper or tax professional is

\_\_\_\_\_

My most important financial action before next month is

\_\_\_\_\_

#### MONTH-END STATUS

☐ Complete    ☐ Complete with follow-up items    ☐ Bookkeeper review needed

**YOU WRITE THE BOOKS. WE'LL HELP KEEP THE BUSINESS BEHIND THEM ORGANIZED.**

**Ask KLtD about monthly bookkeeping, cleanup services and author-friendly business support.**

Educational information only. This checklist is not tax, legal or financial advice. Tax treatment and filing requirements depend on your facts and circumstances; consult the appropriate professional.