MONTHLY BOOKKEEPING CHECKLIST

Provide only the items that apply to this reporting period. Estimates and brief explanations are welcome.

1 CLIENT AND REPORTING PERIOD

BUSINESS / ORGANIZATION NAME

REPORTING PERIOD

PRIMARY CONTACT

DATE SUBMITTED

Secure document delivery

Do not email passwords, full account numbers, or sensitive records. Use the secure upload method provided by Clear Course Advisors.

2 BANK AND CREDIT-CARD ACTIVITY

- [ ] Confirm all business bank and credit-card accounts are connected or accessible.
- [ ] Upload statements for accounts that are not connected.
- [ ] Identify any new, closed, refinanced, or transferred accounts.
- [ ] Explain unusual transactions or transfers when requested.

3 INCOME AND DEPOSITS

- [ ] Provide sales or deposit reports not already available in the accounting system.
- [ ] Provide reports from Stripe, Square, PayPal, Shopify, Amazon, or other processors.
- [ ] Identify loans, owner contributions, refunds, or deposits that are not sales.
- [ ] Report cash income that was not deposited into a business account.

4 EXPENSES AND RECEIPTS

- [ ] Upload receipts or support for requested transactions.
- [ ] Identify personal expenses paid from business accounts.
- [ ] Report business expenses paid personally.
- [ ] Provide support for equipment, vehicles, furniture, or other major purchases.

5 CUSTOMER INVOICES

- [ ] Confirm all customer invoices have been entered.
- [ ] Identify unpaid invoices that require follow-up.
- [ ] Report customer payments, credits, refunds, or write-offs not already recorded.

6 BILLS AND VENDORS

- [ ] Submit unpaid vendor bills.
- [ ] Identify bills paid personally or outside the accounting system.
- [ ] Provide completed Form W-9s for new contractors.
- [ ] Report vendor payment or billing disputes.

7 PAYROLL AND CONTRACTORS

- [ ] Confirm payroll has been processed for the period.
- [ ] Report bonuses, commissions, reimbursements, fringe benefits, or payroll adjustments.
- [ ] Report any payroll gross-ups, including the employee or officer, purpose, and amount.
- [ ] Identify officer or owner compensation recorded outside payroll.
- [ ] Submit contractor payments made outside the normal payment system.
- [ ] Report new or terminated employees and contractors.

PAYROLL GROSS-UP DETAILS - PERSON, PURPOSE, AND AMOUNT

OFFICER SALARY BREAKDOWN - COMPLETE ONE ROW FOR EACH OFFICER

OFFICER NAME	WAGES	BONUSES	BENEFITS	OTHER COMPENSATION

8 LOANS AND FIXED ASSETS

- ☐ Provide statements for new or refinanced loans.
- ☐ Report new equipment, vehicles, real estate, or other major assets.
- ☐ Report assets that were sold, traded, damaged, or discarded.

9 INVENTORY AND SALES TAX - IF APPLICABLE

- ☐ Provide current inventory totals or reports.
- ☐ Report inventory adjustments, damaged goods, or unusual losses.
- ☐ Provide information needed for sales-tax filings or confirm returns were filed.
- ☐ Identify new states or locations where sales occurred.

10 CHANGES AND QUESTIONS

- ☐ Report new owners, locations, entities, accounts, or business activities.
- ☐ Provide notices received from tax agencies, payroll agencies, or lenders.
- ☐ Answer outstanding bookkeeping questions from Clear Course Advisors.
- ☐ Tell us about anything unusual that happened during the period.

11 FINAL CONFIRMATION

- ☐ All requested information has been submitted.
- ☐ There are no other accounts, transactions, or significant changes to report.

CLIENT NOTES OR EXPLANATIONS

COMPLETED BY

DATE