



Catch-Up Bookkeeping Prep Checklist

This checklist is intended as a general bookkeeping resource and does not constitute tax, legal, or financial advice.

1. Identify How Far Behind You Are

- ☐ Determine the last month your books were fully completed
- ☐ Make a list of the months that still need bookkeeping work
- ☐ Identify any months with missing or incomplete records
- ☐ Note whether bank or credit card accounts have already been reconciled
- ☐ Write down any known bookkeeping problems or questions

2. Gather Bank Statements

- ☐ Collect statements for every business checking account
- ☐ Collect statements for every business savings account
- ☐ Gather statements for business payment or cash management accounts, if applicable
- ☐ Make sure you have a statement for every month that needs catch-up work
- ☐ Note any missing statements that still need to be downloaded

3. Gather Credit Card Statements

- ☐ Collect statements for every business credit card
- ☐ Gather statements for store cards or other business credit accounts
- ☐ Make sure all months needing catch-up work are included
- ☐ Note any accounts that were opened or closed during the catch-up period

4. Gather Sales & Income Records

- ☐ Collect customer invoices for the catch-up period
- ☐ Gather sales reports from your point-of-sale or invoicing system
- ☐ Download reports from payment processors such as Square, Stripe, PayPal, or similar services
- ☐ Gather records of cash sales or other income not deposited directly into a business account
- ☐ Make notes about grants, reimbursements, refunds, or other unusual deposits



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5. Gather Expense Records

- ☐ Collect receipts for business purchases
- ☐ Gather vendor bills and invoices
- ☐ Collect records for expenses paid with cash
- ☐ Identify business expenses paid from personal accounts
- ☐ Identify personal purchases accidentally paid from business accounts
- ☐ Gather documentation for large or unusual purchases

6. Gather Loan & Financing Records

- ☐ Collect statements for business loans
- ☐ Gather line-of-credit statements
- ☐ Collect equipment financing statements
- ☐ Gather documents for any new loans or financing opened during the catch-up period
- ☐ Make note of loan payments that may need to be separated between principal and interest

7. Gather Payroll & Contractor Records

- ☐ Collect payroll reports, if applicable
- ☐ Gather payroll tax payment records
- ☐ Collect reports from your payroll provider
- ☐ Gather records of payments made to independent contractors
- ☐ Collect W-9 forms or contractor information, if available
- ☐ Note any missing payroll or contractor records

8. Gather Accounts Receivable Information

- ☐ Make a list of unpaid customer invoices
- ☐ Gather records of customer payments received
- ☐ Identify payments received outside your normal bookkeeping system
- ☐ Note any disputed, canceled, refunded, or questionable invoices
- ☐ Make a list of customer balances that may need review

9. Gather Accounts Payable Information

- ☐ Make a list of unpaid vendor bills
- ☐ Gather bills that were paid outside your normal bookkeeping system
- ☐ Identify vendor credits or refunds
- ☐ Note any disputed or questionable vendor bills
- ☐ Gather records of payments that may not yet be entered



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10. Review Owner Transactions

- Make a list of owner contributions or money added to the business
- Identify owner draws or personal withdrawals
- Make note of personal expenses paid from business accounts
- Make note of business expenses paid personally
- Gather any supporting records for owner-related transactions

11. Gather Asset & Equipment Records

- Collect invoices or receipts for major equipment purchases
- Gather records for vehicles purchased for business use
- Collect documentation for computers, furniture, machinery, or other significant assets
- Gather financing paperwork connected to major purchases
- Note any business assets that were sold, traded, or disposed of

12. Identify Missing or Unclear Transactions

- Review statements for transactions you do not recognize
- Make a list of deposits that need explanation
- Make a list of expenses that need clarification
- Identify transfers between business accounts
- Note any transactions that may have been duplicated
- Write down anything you are unsure how to categorize

13. Organize Your Documents

- Sort records by month
- Label bank and credit card statements clearly
- Group receipts and supporting documents by month or category
- Organize digital files into clearly named folders
- Make sure scanned or photographed documents are readable
- Avoid sending passwords or sensitive information through unsecured email or text messages

14. Prepare Information for Your Bookkeeper

- Make a list of all business bank and credit card accounts
- Provide the date you want catch-up bookkeeping to begin
- Provide access to your bookkeeping software, if applicable
- Let your bookkeeper know about any known errors or missing months



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- ☐ Explain any unusual transactions or major business changes

- ☐ Provide any notes that may help explain the records

15. Before Catch-Up Work Begins

- ☐ Confirm all available statements have been gathered
- ☐ Let your bookkeeper know which documents are still missing
- ☐ Make sure requested software access has been provided

- ☐ Ask how additional documents should be submitted
- ☐ Confirm the months included in the catch-up project
- ☐ Discuss any major bookkeeping concerns before work begins

Catch-Up Notes

Months that need catch-up bookkeeping:

Missing documents:

Transactions or accounts that need explanation:

Questions for you bookkeeper:

Pine & Ledger Tip: Don't worry about making everything perfect before handing it over. Focus on gathering complete records, clearly identifying what is missing, and explaining anything unusual. That gives your bookkeeper a much better starting point.