



What to Send Your Bookkeeper Each Month

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

1. Business Bank Records

- ☐ Bank statements for every business checking and savings account
- ☐ Statements for business payment accounts or cash management accounts, if applicable
- ☐ Notes about transfers between business accounts
- ☐ Information about any new business bank accounts opened during the month

2. Credit Cards & Financing

- ☐ Business credit card statements
- ☐ Loan or line-of-credit statements
- ☐ Financing or equipment-payment statements
- ☐ Details for any new loans, financing, or credit accounts

3. Sales & Income Records

- ☐ Customer invoices issued during the month
- ☐ Sales reports from your point-of-sale or invoicing system
- ☐ Reports from payment processors such as Square, Stripe, PayPal, or similar services
- ☐ Records of cash sales or other income not deposited directly into your business bank account
- ☐ Notes explaining unusual deposits, refunds, grants, reimbursements, or other income

4. Expenses & Receipts

- ☐ Receipts for business purchases
- ☐ Vendor invoices and bills
- ☐ Records for purchases made with cash
- ☐ Documentation for business expenses paid personally and needing reimbursement or owner contribution treatment
- ☐ Notes explaining unusual or one-time purchases

5. Accounts Receivable

- ☐ Updated list of unpaid customer invoices
- ☐ Information about customer payments received outside your normal bookkeeping system
- ☐ Notes about disputed, canceled, refunded, or potentially uncollectible invoices

6. Accounts Payable

- ☐ Outstanding vendor bills
- ☐ Bills paid outside the normal business account or bookkeeping system
- ☐ Notes about vendor credits, refunds, or disputed bills

7. Payroll & Contractor Records

- ☐ Payroll reports, if payroll is processed outside the bookkeeping system
- ☐ Records of payroll taxes or payroll service withdrawals
- ☐ Payments made to independent contractors
- ☐ New contractor information needed for year-end 1099 tracking, if applicable



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8. Owner & Equity Transactions

- ☐ Owner contributions or money added to the business
- ☐ Owner draws or personal withdrawals from the business
- ☐ Personal purchases accidentally paid from business accounts
- ☐ Business expenses accidentally paid from a personal account

9. Assets, Equipment & Major Purchases

- ☐ Invoices or receipts for major equipment, vehicles, computers, furniture, or other significant purchases
- ☐ Documents related to the sale or trade-in of business assets
- ☐ Financing paperwork connected to major purchases

10. Business Changes & Questions

- ☐ Information about new bank accounts, credit cards, loans, or payment processors
- ☐ Changes to business ownership, locations, or major operations
- ☐ Notes about transactions you are unsure how to categorize
- ☐ Questions you want your bookkeeper to review
- ☐ Any other information that may explain something unusual in the month's activity

11. Before You Send Everything

- ☐ Make sure documents are complete and readable
- ☐ Label files clearly so they are easy to identify
- ☐ Use the secure document-sharing method provided by your bookkeeper for sensitive information
- ☐ Avoid sending passwords, Social Security numbers, or sensitive financial information through ordinary text messages or unsecured email
- ☐ Let your bookkeeper know if anything is missing or will be sent later

Monthly Notes

Documents still needed:

Transactions or items to explain:

Questions for your bookkeeper:
