Monthly Bookkeeping Checklist

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
MONTHLY BOOKKEEPING TASKS	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**
Sales invoices raised in software												
Bank reconciled in software												
Cash expenses entered in software												
Monthly invoices / receipts filed												
Mileage entered in software												
Outstanding customers chased												
Owners Drawings recorded in software												
Petty Cash records updated												