



Client _____
Monthly Checklist
Month _____

- Sales Summary _____
- Copy of Bank Statement _____
- Weekly Payroll Sheets _____
- Check Register (One write system) _____
- Credit Card Merchant Services Statement _____
- Merchant Monthly Statements _____
- Month-end (year end) Inventory _____
- Month-end Accounts Payable _____
- Cash payouts _____
- Credit Card used to purchase supplies _____
- Accounts Receivable List _____
- _____