MONTH-END CLOSE CHECKLIST

Vickery Finance · Know your numbers — without the accounting software.

The 18 steps of a clean monthly close, in order — the same checklist that runs the Vickery Finance Month-End Close Template. Print it, work top to bottom, tick each step off.

CASH & BANK

- ☐ 1. Download / save bank & credit-card statements
- ☐ 2. Complete the bank reconciliation
- ☐ 3. Record bank fees, interest & NSF items
- ☐ 4. Review outstanding checks over 90 days

REVENUE

- ☐ 5. Record all sales / invoices for the month
- ☐ 6. Reconcile revenue to bank deposits & Stripe / Square
- ☐ 7. Record deferred / unearned revenue, if any

EXPENSES & PAYROLL

- ☐ 8. Enter all bills & receipts; match to statements
- ☐ 9. Record payroll, taxes & contractor payments
- ☐ 10. Accrue unpaid expenses (rent, utilities, subscriptions)
- ☐ 11. Record depreciation / amortisation, if applicable

REVIEW & CLOSE

- ☐ 12. Review the P&L for unusual variances
- ☐ 13. Review balance-sheet accounts for old / odd balances
- ☐ 14. Confirm all journal entries balance
- ☐ 15. Lock the month — no more backdated entries
- ☐ 16. File statements, invoices & this workbook
- ☐ 17. Send the P&L to the owner / accountant, if needed
- ☐ 18. Note anything to fix next month

Want the workbook version? The full Month-End Close Template ($29) turns this list into a working file — status tracking, bank reconciliation, journal entries and a P&L dashboard: vickeryfinance.com and the Vickery Finance shops on Etsy, Gumroad and Payhip. More free checklists and one practical email a week: Know Your Numbers on Substack — maxvickery.substack.com.

This checklist is a bookkeeping tool, not tax, legal, or CPA advice. Created with the assistance of AI tools and reviewed by the author. © Vickery Finance — free to print and share as-is.