



# MURINE FINANCIAL STUDIO

Accurate Books · Organized Systems · Reliable Reporting

## **Month-End Close Checklist (Small Business Edition)**

A clean, structured checklist to help business owners or bookkeepers complete a consistent, accurate month-end close.

- Reconcile bank accounts
- Reconcile credit cards
- Review undeposited funds
- Review open invoices
- Review unpaid bills
- Categorize all transactions
- Review payroll entries
- Update fixed asset activity
- Review loan balances & interest
- Review owner distributions
- Verify sales tax collected
- Run preliminary financials
- Review P&L for accuracy
- Review Balance Sheet for accuracy
- Save month-end reports to folder
- Document any issues or adjustments

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