

Cover

KNS Financial Reporting & Consulting Ltd
Monthly Bookkeeping Checklist
A Practical Guide for Small Business Owners
Clarity • Accuracy • Success
Phone: 876-577-3750

Why This Matters

WHY THIS MATTERS

Many businesses struggle because they forget to record expenses, miss invoices, fail to reconcile bank accounts, cannot locate supporting documents, or fall behind on compliance obligations. This checklist helps you stay organized and audit-ready each month.

Monthly Checklist

MONTHLY CHECKLIST

Revenue: Record all sales, issue invoices, follow up on receivables, verify deposits.

Expenses: Record expenses, save receipts, review supplier balances, categorize expenses.

Cash & Banking: Verify bank transactions, review cash balances, investigate unusual transactions, match deposits to sales.

Month-End Checklist

MONTH-END CHECKLIST

Bank Reconciliation, Payroll Review, Accounts Receivable Review, Accounts Payable Review.

Compliance Checklist

COMPLIANCE CHECKLIST

Verify PAYE, NIS, NHT and HEART deductions. Prepare S01 submissions. Update records, file documents, backup accounting data.

Management Review

MONTH-END MANAGEMENT REVIEW

Did sales increase or decrease? What were the largest expenses? Can the business meet next month's obligations? Is the business profitable? Are all filings up to date?

Professional Help

WHEN TO SEEK PROFESSIONAL HELP

If reconciliations are overdue, payroll is difficult to manage, financial statements are overdue, tax filings are outstanding, or you are preparing for an audit.

About KNS

ABOUT KNS FINANCIAL

Services: Financial Reporting, Bookkeeping, Compliance Services, Payroll Support, Audit Coordination.

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