

Free Bookkeeping Clean-Up Checklist

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1. Gather & Organize Your Records

- ☐ Collect all bank and credit card statements for the year.
- ☐ Save receipts (paper or digital) for business expenses.
- ☐ Store invoices issued to clients and payments received.
- ☐ Pull payroll reports (if you have employees or contractors).
- ☐ Keep tax filings, loan docs, and major contracts handy.

2. Reconcile Accounts

- ☐ Match bank statements to your bookkeeping software.
- ☐ Double-check credit card transactions.
- ☐ Flag duplicate charges or missing deposits.
- ☐ Ensure petty cash balances line up.

3. Categorize Every Transaction

- ☐ Separate business vs. personal spending.
- ☐ Label expenses into categories (meals, supplies, rent, software, etc.).
- ☐ Check recurring subscriptions you no longer use.
- ☐ Confirm large one-off purchases (equipment, inventory) are recorded correctly.

4. Review Income

- ☐ Verify all client/customer payments are entered.
- ☐ Ensure no outstanding invoices are left unpaid.
- ☐ Confirm sales taxes (if applicable) are tracked separately.

5. Clean Up Liabilities & Loans

- ☐ Make sure loan balances match lender statements.
- ☐ Check credit card payoffs and interest charges.
- ☐ Record any new financing or credit lines correctly.



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6. Verify Payroll & Contractor Payments

- ☐ All W-2 or 1099 payments are recorded.
- ☐ Tax withholdings and employer contributions are accurate.
- ☐ Contractor/vendor payments are linked to correct names & accounts.

7. Spot-Check for Errors

- ☐ Look for negative numbers that shouldn't be there.
- ☐ Confirm big expenses are tied to business purpose.
- ☐ Scan for missing or duplicate entries.

8. Prepare for Taxes

- ☐ Run a Profit & Loss report.
- ☐ Run a Balance Sheet report.
- ☐ Organize supporting docs by category.
- ☐ Save digital copies in a secure, backed-up folder.

9. Create Your "Clean Slate" System

- ☐ Set aside a weekly or monthly bookkeeping time slot.
- ☐ Automate bank feeds into your software.
- ☐ Use a cloud folder for receipts (Google Drive, Dropbox, etc.).
- ☐ Create a recurring checklist so you never fall behind again.

10. Engage a Professional Bookkeeper

- ☐ Hire a trusted bookkeeper to take over ongoing tasks.
- ☐ Have them set up or optimize your Chart of Accounts so your categories actually reflect your business.
- ☐ Lean on their expertise for monthly financial reports, tax prep, and staying compliant — while you focus on running your business.



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