CL

CLEAR LEDGER
BOOKKEEPING

Monthly Bookkeeping Handoff Checklist

A calmer close starts with a complete, organized handoff.

BUSINESS _____

MONTH / YEAR _____

PREPARED BY _____

1 ACCOUNT RECORDS

- [ ] Business checking statements available
- [ ] Savings statements, if applicable
- [ ] Business credit-card statements
- [ ] Account changes or feed issues reported

2 SALES & INCOME

- [ ] Invoices and customer payments supplied
- [ ] Payment processor reports available
- [ ] Cash and off-platform sales documented
- [ ] Unusual deposits or refunds explained

3 PURCHASES & EXPENSES

- [ ] Missing receipts and bills supplied
- [ ] Major equipment purchases identified
- [ ] Personal / owner-paid costs flagged
- [ ] Refunds and vendor payments explained

4 WHEN APPLICABLE

- [ ] Payroll summaries provided
- [ ] Loan and financing statements available
- [ ] Asset purchases or disposals documented
- [ ] Special review items identified

05 FINAL HANDOFF

- [ ] Open questions answered or flagged
- [ ] Bookkeeper notified
- [ ] Reports reviewed when available
- [ ] Documents shared securely
- [ ] Next steps / unresolved items recorded

OPEN QUESTIONS / MISSING RECORDS

HANDOFF DATE: _____

BOOKKEEPER FOLLOW-UP: _____