



# **The Monthly Accounting Checklist Every Entrepreneur Needs**

*By Jerahuni Accounting & Advisory Consultancy*

## **Stay On Top of Your Finances With This Easy-To-Follow Guide**

Entrepreneurship is a full-time hustle managing your numbers shouldn't be another headache. That's why we created a Monthly Accounting Checklist to help you stay organized, compliant, and focused on growth.

### **1. Organize and Reconcile Transactions**

- Download bank and credit card statements
- Reconcile accounts with your accounting software
- Record income and expenses
- Match transactions with supporting documents

### **2. Review Accounts Receivable**

- Follow up on unpaid customer invoices
- Send monthly statements to clients
- Offer incentives for early payments

### **3. Review Accounts Payable**

- List and pay outstanding bills
- Verify vendor charges
- Keep track of payment proof

### **4. Review Key Financial Reports**

- Profit & Loss Statement
- Balance Sheet
- Cash Flow Statement
- Compare budget vs actual

### **5. Set Aside Taxes**



- Estimate monthly VAT, PAYE, or provisional tax
- Transfer funds to a tax savings account
- Stay compliant with SARS deadlines

## **6. Review Payroll**

- Verify payslips, bonuses, deductions
- Submit UIF, PAYE, and SDL
- Maintain employee records

## **7. Backup Financial Data**

- Secure digital backups (cloud + physical)
- Encrypt sensitive information

## **8. Plan for the Next Month**

- Update your budget
- Forecast expenses and cash flow
- Set monthly financial goals

## **BONUS: Work With Your Accountant**

- Send updated reports
- Ask questions and get insights
- Schedule quarterly strategy meetings

## **Need help managing your finances or implementing this checklist?**

Contact Jerahuni Accounting & Advisory Consultancy Your Partner in Growth.

Download the FREE checklist PDF today!