Coastal Bookkeeping Services
ORGANIZED BOOKS. BRIGHTER TOMORROWS.

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Monthly Document Handoff Checklist

Use this checklist each month to prepare complete records for your bookkeeper.
Mark items that apply to your business.

Business: _____ Month / Year: _____
Prepared by: _____ Date submitted: _____

Financial statements and records

- ☐ Complete bank statements for every business account (including new or closed accounts)
- ☐ Complete credit card statements for all business cards
- ☐ Loan statements, new financing agreements, and significant principal payments
- ☐ Payment processor reports showing gross sales, fees, refunds, and deposits
- ☐ Receipts and invoices for cash, equipment, repairs, travel, and other unusual purchases

Transactions and open questions

- ☐ Explanation and business purpose for unfamiliar charges or deposits
- ☐ Customer invoices, credits, refunds, disputes, and unapplied payment details
- ☐ Vendor bills, credits, disputed charges, and payment details not already recorded
- ☐ Owner-paid business expenses, personal charges, contributions, and distributions
- ☐ List of missing documents and unanswered transaction questions

Payroll, workers, and major business changes

- ☐ New hires, departures, pay changes, reimbursements, and payroll corrections
- ☐ Contractor changes and applicable completed W-9 forms
- ☐ Asset purchases or disposals, insurance claims, refunds, or new business activities

Monthly handoff and follow-up

- ☐ Files uploaded to the agreed secure SharePoint folder or client portal
- ☐ Bookkeeper notified that the monthly package is ready
- ☐ Outstanding questions assigned to someone with a follow-up date

Outstanding items / responsible person / target date:

This checklist is a general guide. Provide additional items requested for your business and bookkeeping arrangement.