



GIBSON TAX, LLC.

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NC Small Business Monthly Bookkeeping Checklist

Use this checklist every month to keep your books current and tax-ready.

Month/Year: _____

1. BANK & CREDIT CARD RECONCILIATION

- ☐ Reconcile all business bank accounts
- ☐ Reconcile all business credit cards
- ☐ Review and categorize all transactions
- ☐ Flag any unknown or unusual charges
- ☐ Confirm all deposits match your records

2. INCOME & INVOICING

- ☐ Record all income received this month
- ☐ Send invoices for any unpaid work
- ☐ Follow up on overdue invoices
- ☐ Record any cash payments received
- ☐ Confirm all income matches your bank deposits

3. EXPENSES & RECEIPTS

- ☐ Collect and file all business receipts
- ☐ Record all business expenses
- ☐ Separate personal and business expenses
- ☐ Log all business meals (date, person, purpose)
- ☐ Document any home office expenses
- ☐ Record any equipment or supply purchases

4. MILEAGE & VEHICLE

- ☐ Update mileage log for all business trips
- ☐ Record date, destination, and purpose for each trip
- ☐ Total miles driven for business this month
- ☐ 2025 IRS rate: 70 cents per mile | 2026 rate: 72.5 cents per mile

5. PAYROLL & CONTRACTORS

- ☐ Process payroll on time

- ☐ Confirm payroll taxes are filed and paid
- ☐ Record all contractor payments
- ☐ Verify W-9 forms are on file for all contractors paid over \$600
- ☐ Review any new hire paperwork and reporting requirements

6. TAX & COMPLIANCE

- ☐ Review quarterly estimated tax payment due dates
- ☐ Set aside estimated tax payment amount
- ☐ Check for any NC state tax obligations
- ☐ Review any IRS notices or correspondence
- ☐ Confirm sales tax collected and filed if applicable

7. END OF MONTH REVIEW

- ☐ Run a profit and loss statement
- ☐ Compare this month to last month
- ☐ Review accounts payable (what you owe)
- ☐ Review accounts receivable (what you are owed)
- ☐ Note any financial concerns or questions for your accountant

Behind on your books? It's never too late to get organized. We've got your back.

Book your free 15-minute consultation at gibsontaxpro.com | Virtual services available.

Notes & Questions for My Accountant:
