

## Bookkeeping Document Checklist

Monthly documents needed:

### 1. Bank Statements

- All business accounts
- Savings accounts

### 2. Credit Card Statements

- All cards used for business purchases

### 3. Sales Records

- POS reports
- Invoices
- Cash sales logs

### 4. Expense Records

- Receipts
- Vendor invoices

### 5. Payroll Records

- Paystubs
- Payroll summaries

### 6. Loan & Financing Documents

- Loan statements
- Payment confirmations