

Catch-up bookkeeping: documents for each month behind

One copy per missing month. Tick what you have, list what you need to request, and send it all in one batch.

Working template — fill in your own figures. Not client data.

Every month, for every account

- ☐ Checking and savings: the full monthly statement, opening and closing balance visible
- ☐ Each credit card: the statement for the cycle, with its closing date (it may not be the last day of the month)
- ☐ Loans and credit lines: the lender's statement, the loan agreement and its repayment schedule
- ☐ Any account opened or closed during the month, including ones nobody uses any more

If you run payroll

- ☐ The payroll register for each pay run: gross wages, withholdings, employer taxes and net pay
- ☐ The tax deposits and filings summary your payroll provider produced for the period
- ☐ Any payments made to workers outside the payroll system

If you take card or online payments

- ☐ The payout report from each processor or platform: gross sales, fees, refunds, chargebacks and reserves
- ☐ Marketplace settlement reports, and the daily sales report from your point-of-sale system if you use one

Sales, purchases and anything large

- ☐ Invoices issued in the month, or the sales report from your invoicing software
- ☐ Bills, vendor statements or financing paperwork for anything large, such as equipment or a vehicle

Once for the whole job

- ☐ The last tax return your CPA prepared, which anchors the starting balances
- ☐ Read-only access to the bank, card and payroll accounts, if you can grant it

Statements you still need to request

Banks and card issuers keep past statements and reissue them on request; the bank sets any fee. List the gaps so they can be requested together.

Account and months missing:

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Notes that save a round of questions

- Any large deposit or payment that wasn't a sale or expense: a loan, an owner draw, an asset purchase
- The month where entries stopped, and anything already entered after it