

Daycare Monthly Bookkeeping Checklist

A simple month-end routine to help keep your daycare books organized.

Income

- Record all tuition and other business income
- Match deposits to payment records
- Review outstanding balances or unusual deposits

Expenses

- Enter and categorize business expenses
- Save receipts and supporting documentation
- Review uncategorized or unusual transactions
- Separate personal spending from business spending

Accounts

- Reconcile the business bank account
- Reconcile business credit cards
- Review payment processor activity
- Investigate discrepancies before closing the month

Daycare-Specific Records

- Review tuition/payment reports
- Update subsidy or reimbursement records
- Review food, classroom supply and cleaning expenses
- Update business mileage and home-use records as appropriate

Month-End Review

- Review Profit & Loss
- Review Balance Sheet
- Look for unusual changes from prior months
- Confirm major purchases and outstanding bills are recorded
- Save or export important monthly reports

Before the Next Month

- Respond to bookkeeping questions
- Gather missing receipts or statements

- Create a short follow-up list
- Use reports to plan for upcoming expenses and taxes

Helpful note: Your exact month-end process may differ depending on your accounting system and business structure. A checklist helps you stay organized but does not replace professional review.