

End-of-Month Closeout Checklist

Seven steps to a clean monthly close. Print one each month.

MONTH OF

YEAR

01 Reconcile sales vs. deposits

Catch missing payouts before they vanish into next month's noise.

- Pull sales totals by channel (Etsy, Shopify, Square, Stripe, in-person)
- Match each channel total to actual bank deposits
- Investigate any gap of more than 1%
- Note unpaid invoices and chase them

03 Review expenses

Categorize now so March—you aren't reconstructing a year of receipts.

- Download credit card and bank statements
- Categorize every transaction (COGS, supplies, fees, etc.)
- Snap and file receipts for any cash purchases
- Flag personal-use items that need to be backed out

05 Plan next month

The best time to set goals is right after you see the data.

- Revenue target based on this month's actual
- Production calendar for any holidays or events
- Marketing focus — what worked, what didn't
- One specific experiment to run next month

07 Back up

The data only matters if it survives the laptop you spilled coffee on.

- Export sales and inventory data to CSV
- Save the export to cloud storage (Drive, Dropbox, iCloud)
- Verify last month's backup actually opens
- Save photos and product files separately

02 Check inventory

Your spreadsheet number drifts. Counts are how you find out by how much.

- Physical count of finished products on hand
- Physical count of high-value or fast-moving raw materials
- Reconcile against your records; note any variance
- Write off damaged, expired, or unsellable stock

04 Calculate P&L

If you don't know your monthly margin, you can't know which products are paying you.

- Total revenue: all channels combined
- Total COGS: materials, packaging, shipping, transaction fees
- Total operating expenses
- Gross profit and net profit — compare to last month

06 Reorder

Out-of-stock costs more than the order — it costs the sales you can't fulfill.

- Identify materials below reorder threshold
- Place orders for next month's planned production
- Confirm lead times for anything custom or imported
- Update your reorder thresholds based on actual usage

+ Notes

What went sideways this month? What surprised you? Anything to remember next time.
