Monthly close checklist

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When	Task	Who	Time (est.)	Tool (our pick)	Official source	Done
Day 1-3	Download or refresh all bank and card feeds; categorize every transaction (accept bank rules, review AI suggestions before posting)	Owner or bookkeeper	30-60 min	QuickBooks Online		☐
Day 1-3	Post last month's reservation system sales summary by service line (boarding, daycare, grooming, training, retail), with sales tax, tips and discounts	Bookkeeper	20 min	SaasAnt Transactions		☐
Day 1-3	Clear the card-processor clearing account: gross sales less fees and refunds = payouts deposited	Bookkeeper	20 min	Your reservation system's built-in card processing		☐
Day 1-3	Move package, membership and gift-card revenue used this month out of Customer Deposits; record new deposits for future stays	Bookkeeper	15 min	QuickBooks Online		☐
Day 1-5	Enter or approve every vendor bill; attach receipts; schedule payments	Owner	15 min	Melio		☐
Day 1-5	Match receipts to every card charge; chase missing receipts	Owner and cardholders	15 min	Ramp		☐
Day 1-5	Upload loose receipts and supplier invoices	Owner	10 min	Dext		☐
By the 10th	Employees who received $20 or more in tips last month report them to you (dates move for weekends/holidays)	Groomers and staff with tips	5 min	Gusto	IRS Pub. 509 (2027) draft	☐
Day 5-10	Reconcile every bank and credit-card account to the statement	Bookkeeper	30-45 min	QuickBooks Online		☐
Day 5-10	Reconcile payroll: payroll register = wage and payroll-tax expense; tips payable and payroll clearing = $0	Bookkeeper	15 min	Gusto		☐
By the 15th	Confirm federal payroll tax deposit (monthly depositors) and Arkansas withholding AR941M were paid	Owner	5 min	Gusto	Arkansas DFA: Withholding due dates	☐
By the 20th	Sales tax: return amount = Sales Tax Payable balance; file and pay (ATAP* in Arkansas; monthly filers due the 20th)	Owner	15 min	Arkansas ATAP* (state sales tax portal)	Arkansas DFA: Sales and use tax due dates	☐
Day 5-10	Run the Duplicate Bill Detector and Refund/Void Review templates	Owner	15 min	Self-Audit Toolkit		☐

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Day 5-10	Update the Dog-Night Revenue Trend and Cash-to-Revenue Tie-Out templates; investigate any flags	Owner	20 min	Self-Audit Toolkit		☐
Day 5-10	Review P&L vs last month and the same month last year; scan the balance sheet for odd balances	Owner	20 min	QuickBooks Online		☐
Day 5-10	Record KPIs: occupancy, revenue per dog-night, labor %, daycare dogs per day, grooms per groomer-day	Owner	10 min	Fathom		☐
Day 5-10	Move the tax reserve: set aside an estimated % of profit in a separate account for estimated taxes	Owner	5 min	Mercury		☐
Day 10	Lock the period (closing date and password in QuickBooks)	Owner	2 min	QuickBooks Online		☐

Dates: Due dates move to the next business day when they fall on a weekend or legal holiday (federal: IRS Pub. 509; Arkansas DFA taxes: Ark. Code 26-18-105). Dates here are for calendar-year businesses and were checked Nov 26, 2026. Always verify at IRS.gov and dfa.arkansas.gov before you file.

*ATAP (Arkansas Taxpayer Access Point) is the Arkansas Department of Finance and Administration's free online portal for filing and paying state and local sales tax. If your business is not in Arkansas, check your state's and local sales taxing authorities' websites for how to register, file and pay. Source: https://atap.arkansas.gov/

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