



**Miller Bookkeeping & Tax**  
*A division of Emerald Executive Consulting*  
MillerBookkeepingAndTax.com |  
MillerBookkeepingAndTax@gmail.com

## FREE CLIENT RESOURCE

# Monthly Business Review Worksheet

A practical worksheet for reviewing revenue, expenses, cash flow, upcoming deadlines, and action items before problems pile up.

**How to use:** Complete this once per month. If you work with a bookkeeper or tax professional, bring the completed worksheet to your monthly or quarterly check-in.

## Month Reviewed

Field	Response
Business name	
Month/year	
Prepared by	
Main concern this month	

## Financial Snapshot

Review area	Amount / answer	Notes
Total revenue collected	\$	
Total expenses paid	\$	
Estimated cash available	\$	
Unpaid customer invoices	\$	
Upcoming bills/payroll	\$	

# Monthly Questions

- 1. Did you review estimated tax set-aside or upcoming tax payment needs?
- 2. Which expense increased the most this month, and why?
- 3. Are there any transactions that still need receipts, notes, or classification?
- 4. Did the business add employees, contractors, new payment apps, new loans, or new assets?
- 5. Are there upcoming tax, payroll, license, insurance, or loan deadlines?
- 6. What is one decision that should be made before next month closes?

# Action Items

Done	Action item	Owner	Due date
[ ]			
[ ]			
[ ]			
[ ]			

**Tip:** Small monthly corrections usually cost less time, stress, and money than a full year-end cleanup.