Monthly Close Checklist

Once a month, after the month ends. Check things off as you go. Use the last completed month.

- [ ] **Revenue** — Write down this month's gross volume
  Stripe > Home > Gross volume
- [ ] **Revenue** — Compare to last month. Note what changed
  Same page, switch the month
- [ ] **Customers** — Count new customers and cancellations
  Stripe > Customers
- [ ] **Refunds** — Total refunded amount. Read each reason
  Stripe > Payments > Refunded
- [ ] **Failed payments** — Total failed amount. Turn retries on if off
  Stripe > Payments > Failed
- [ ] **Costs** — Write down every business cost this month
  Bank and card statements
- [ ] **Profit** — Revenue minus costs. Write it down
  This tool, below
- [ ] **Decide** — One thing to fix next month. Write it down
  Below

This month's numbers

Revenue ($)

Costs ($)

Profit ($)

One fix for next month