

Monthly Budget Review Checklist

By Checklister

- ☐ Choose the month you are reviewing
- ☐ Open your own budget and transaction records
Keep account identifiers and statements in your usual secure financial tools; this checklist only tracks the review.
- ☐ Check that the month's transactions are included
Look for transactions not yet recorded in your budget, including cash purchases.
- ☐ Categorize uncategorized spending in your budget
- ☐ Check refunds, reimbursements and duplicate entries
Separate transfers between your own accounts from spending so the same movement is not counted twice.
- ☐ Compare actual income with your plan
- ☐ Compare spending with your category budgets
Check the numbers in your own budget. This checklist does not calculate balances or connect to accounts.
- ☐ Note the main reasons for differences
Separate one-off expenses from costs likely to recur. Keep detailed amounts in your budget tool.
- ☐ Review subscriptions and recurring charges
Identify anything you want to review or cancel; checking this task does not cancel a service.
- ☐ Check next month's bills and known one-off costs
- ☐ Update next month's budget in your usual tool
Use your own priorities and expected commitments. No fixed spending percentages are prescribed here.
- ☐ Record any follow-up and its due date
For example, check an unfamiliar charge or find a missing receipt. Use a separate actionable task.
- ☐ Choose the date for your next review