Monthly Compliance Checklist - Small Business

A routine to run through each month. Due dates change by notification, so check the calendar on this site and the official portals.

GST

- [ ] Reconcile sales register with invoices raised
- [ ] Reconcile purchase register with GSTR-2B
- [ ] File GSTR-1 / IFF as applicable; file GSTR-3B and pay tax
- [ ] Reverse ITC on blocked / ineligible credits

TDS / TCS

- [ ] Deduct TDS on payments covered by the Act
- [ ] Deposit TDS by the seventh of the following month (check exceptions)
- [ ] Track quarterly TDS return and certificates

Payroll

- [ ] Prepare salary register and attendance
- [ ] Deposit PF and ESI contributions and file monthly returns
- [ ] Deposit professional tax where applicable

Books

- [ ] Bank reconciliation
- [ ] Update cash book and expense tracker
- [ ] Review debtors ageing and send reminders
- [ ] Back up accounting data

General information only, prepared by SK Wealth Tax Advisor as of November 2026. Rules change - confirm on the official portal or with a qualified professional before acting. This is not legal or tax advice.