

OPERATIONS & BOOKKEEPING

Gas Station Month-End Close: A Step-by-Step Checklist

A month-end close is the routine that turns a month of sales into numbers you can trust. Here is the order to do it in for a gas station, and how long each part should take.

A month-end close is the set of steps you repeat each month so that your books match reality. At a gas station that means more than reconciling the bank. Fuel is bought and sold in gallons, card and fleet money arrives late, lottery and sales tax belong to someone else, and gift cards are a debt until they are used. A close that ignores these leaves a profit and loss that looks fine and a bank account that does not.

The close at a glance

Time	Many stations aim for 10 to 15 business days
Who	Someone other than the person who handles the cash
You need	POS reports, bank and processor statements, jobber statement, tank readings, lottery and gift card reports
You end with	A locked month, a profit and loss by stream and a cash look-ahead

Work through every task in order, with progress tracking.

[Get the free month-end close checklist \(Excel\)](#)

Why a gas station close is different

A generic close checklist covers bank reconciliation, payables, receivables and a review. A station needs that and more:

- **Fuel gallons must tie.** Gallons delivered, sold and left in the tanks have to agree, or you are paying for fuel you never sold.
- **Card and fleet money settles on a delay.** A sale on the 30th reaches the bank on the 2nd or later, so month-end deposits need matching to the days they cover.

- **Some money is not yours.** Lottery and sales tax must be held as liabilities, not income.
- **Several revenue streams.** Fuel, store, car wash and food have very different margins and need separate lines.

What to gather before you start

1. POS end-of-day reports for every day of the month
2. Bank and credit card statements for every account
3. Card processor and fleet card statements
4. Fuel supplier (jobber) invoices and statement
5. Tank readings for the last day of the month, by grade
6. Lottery statement, gift card report and any ATM or money order reports
7. Vendor invoices, payroll reports and last month's sales tax return

Getting these on the first or second day of the month is the single biggest thing you can do to finish early.

The close in seven steps

1. **Sales and POS.** Save every end-of-day report, confirm there is one for each day with none missing or doubled, and tie POS totals to the books by revenue stream.
2. **Fuel.** Tie gallons delivered to supplier invoices, compare gallons sold with the change in tank stock, and calculate variance by grade. Our [fuel reconciliation report generator](#) and [wet stock guide](#) show how.
3. **Bank and cards.** Reconcile every bank account, match card and fleet deposits to the days behind them, and reconcile fees to the processor statement.
4. **Other store money.** Reconcile lottery, gift card liability, ATM and money order activity, and EBT settlements.
5. **Inventory and vendors.** Update store inventory, check vendor invoices and credits, and enter unpaid bills.
6. **Taxes and payroll.** Reconcile sales tax collected to the liability account, confirm the return and due date, check any motor fuel tax filings and tie payroll liabilities to deposits.
7. **Review and lock.** Review the profit and loss by stream, check the balance sheet, record loan payments and owner draws correctly, look 30 to 60 days ahead at cash, then lock the period.

A realistic timeline

Business day	What gets done
1 to 2	Collect statements and reports, save POS reports, record month-end tank readings
3 to 5	Bank, card and fleet reconciliation; fuel tie-out; supplier statement
6 to 8	Lottery, gift cards, ATM and EBT; inventory and vendor bills
9 to 10	Taxes and payroll tie-out, review, cash look-ahead, lock the period

Many stations aim to finish within 10 to 15 business days. A smaller store with one POS can be faster. A multi-store owner may take longer, which is why a repeatable routine matters.

What a good close tells you

When the close is done properly you can answer questions that guesswork cannot: what each stream earned, whether fuel is leaking, how much you owe the state and the lottery, and how much cash you will have next month. It also explains months where [profit and cash do not agree](#).

Common mistakes

- Closing the books before every bank and card clearing account is reconciled.
- Skipping the fuel tie-out because the totals look reasonable.
- Letting lottery and sales tax balances sit without checking what is owed.
- Posting POS totals to QuickBooks twice or missing a day.
- Changing a closed month later without recording why.

Use our free [month-end close checklist](#) to work through all of this in order, with a status for each task and a progress score. If you would rather hand it off, [book a free books review](#).

Month-end close: common questions

How long should a month-end close take?

Many stations aim for 10 to 15 business days. The faster you get your POS reports, bank statements and processor statements, the faster the close.

Can I close the month without all my statements?

You can start, but the close is not finished until the bank, card and fleet accounts are reconciled to their statements. Closing early leaves errors that carry into later months.

Should I close weekly instead of monthly?

Daily POS reconciliation and a weekly check of fuel and deposits make the monthly close much faster. The full close, with taxes and review, is still done monthly.

Who should do the close?

Someone who is not the person handling the cash, which is a basic control. That can be a bookkeeper, an accountant or an outsourced team.

What should I do with errors I find after closing?

Record an adjustment dated in the current month, and note the reason. Avoid editing a locked month, so your reports stay reliable for lenders and buyers.

Last reviewed October 2026. This article is general information, not tax, legal, accounting or lending advice. Figures, rates and rules change, so confirm current details with the agency, lender or professional concerned.

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