

# Accounting Monthly Checklist

For the Month Ending \_\_\_\_\_

Instructions Complete the following accounting steps each month. Check the blank under the "Procedure Reviewed" column when you have completed each item.

	Procedure Reviewed
1. At a minimum, print the following reports no later than the fifth business day of the new month; the accounting period should be closed.	
a) Trial Balance	_____
b) General Ledger	_____
c) Accounts Payable Aging Report	_____
d) Detailed Statement of Financial Position	_____
e) Detailed Statement of Operations	_____
2. Print and file the following reports daily, if applicable.	
a) Cash Receipts Journal	_____
b) General Journal	_____
c) Accounts Payable Journal	_____
d) Contributions Journal	_____
e) Cash Disbursements Journal	_____
3. Explain all adjusting entries clearly and with supporting detail.	_____
4. Accurately reconcile all bank accounts from the bank balance to the general ledger balance. (This is not needed to close the month.) _____	
5. The balance of Pledges Receivable (SME/FOS) from the Fundraising system should agree with the balance in general ledger account 1-1301-000-00.	_____
6. The balance on the Accounts Payable Open Payables Report (as of the last day of the month) should agree with the balance in general ledger account 1-2006-000-00.	_____
7. The withholding account balances per the general ledger for payroll deductions should agree with the balances on the appropriate reports.	

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 8.  | Review all revenue and expense accounts and ensure that transactions are reasonable. Explain any major variances between budgeted and actual amounts.                  | _____<br>_____ |
| 9.  | Verify all registration transmittals against the general ledger custodial accounts and the cash account to determine if all of the appropriate entries have been made. | _____          |
| 10. | Print these reports for the council treasurer's orientation.                                                                                                           |                |
|     | a) Detailed Statement of Financial Position                                                                                                                            | _____          |
|     | b) Detailed Statement of Operations                                                                                                                                    | _____          |
| 11. | Print these reports for the board meeting.                                                                                                                             |                |
|     | a) Statement of Financial Position                                                                                                                                     | _____          |
|     | b) Statement of Changes in Net Assets (functional option)                                                                                                              | _____          |
|     | c) Statement of Cash Flows                                                                                                                                             | _____          |
|     | d) Statement of Functional Expenses (functional-expense format)                                                                                                        | _____          |
|     | e) Statement of Operations (include the Reclassification Analysis)                                                                                                     | _____          |