
NON-PROFIT BOOKKEEPING CHECKLIST

Items Done on a Daily Basis (If Possible)

- Check bank account balances, review projected cash flow
- Deposit and donations received to your bank account and write donor acknowledgements to send to donors – update donor list
- Check any online accounts for updated donations (pay-pal, First Giving, etc).

Items Done on a Weekly Basis

- Process and review payroll (this may be on a bi-weekly, semi-monthly or monthly schedule as well)
- Review unpaid bills, pay vendors and sign checks
- Record transactions in your accounting software, document and file receipts, invoices and deposits
- Send any Accounts/Pledges Receivable invoices to donors or members needed

Items Done on a Monthly Basis

- Reconcile all bank and credit card accounts
- Review any past due Receivables (such as memberships or pledges) and send reminders
- Process and review payroll, approve and send tax payments
- Review Statement of Income and Expenses and Budget to Actual
- Review Statement of Financial Position
- Create board reports as necessary
- Review any grant reporting and or draw-downs that need to be completed

Items Done on a Quarterly Basis

- Review quarterly payroll reports and make quarterly payments
- Review Quarterly Statement of Income and Expenses and compare to budget

Items Done on an Annual Basis

- Annually process W-2 and 1099 forms no later than February 28th.
- Prepare annual budget for approval by Board
- Prepare annual 990 (due date varies based on Fiscal Year end date)
- Prepare and file any annual reports required by your state (example - biennial reports, gaming reports, etc.)

Need additional help? Ask us anytime!

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Please remember all organizations are different. You can tailor this checklist to what works best for you based on time, staff, segregation of duties, and your organization's bookkeeping transactions.