

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. Check to see if there are any journals that are not posted or have errors. General Ledger>Journals>Journal Entry>Copy Journals.	_____
2. 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	
3. Explain all adjusted 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 report from the CRM - Blackbaud 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.	_____
8. Review all revenue, expense accounts, and ensure that transactions are reasonable. Explain any major variances between budgeted and actual amounts.	_____
9. Verify all registration against the reports, journals and the cash account to determine if all 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
- c. Statement of Cash Flows
- d. Statement of Functional Expenses
- e. Statement of Operations
