

Sample Month-End Bookkeeping Checklist

Duties	Person Responsible	Completed
Enter all bills		
Pay all bills		
Enter any manual checks		
Enter all online banking payments		
Enter payroll		
Pay any payroll liabilities		
Enter any invoices		
Enter all donations		
Enter any other receipts		
Enter credit card charges		
Reconcile credit card bill		
Reconcile bank account to bank statement		
Review Balance Sheet (Statement of Financial Position)		
Review Income Statement (Statement of Activities)		
Review Income Statement Comparison to Budget		