

**Company Name:**  
**Month End Checklist:**  
**Month:**



To be completed by the 12th day of the next month:

	To Be Done by	Initial
1. Make sure all accounts receivable have been entered, checked and sent for mailing		
2. Make sure all accounts payable invoices have been approved, coded and entered		
3. Make sure all direct deposits and direct debits have been entered from Bank statements		
4. Make sure the following standard journal entries have been entered for the month:		
Depreciation accrual		
Higher Purchase charges accrual		
Insurance accrual		
Wages		
Petty Cash		
5. Make sure there are no outstanding queries/problems from the month that need to be resolved and processed		
6. Perform Bank Reconciliations as at the last day of the month		
7. Confirm the Balance Sheet agrees to the following:		
Cheque Account to Bank Reconciliation & statement		
Credit Card to Statements		
Trade Debtors to Sales Reconciliation Summary		
Trade Creditors to Sales Reconciliation Summary		
Petty Cash to the Petty Cash Box		
Pay as you go(PAYG) Withholding agrees to monthly Payroll Activities Summary Report		
Goods and Service Tax(GST) Collected and Paid agrees to quarterly GST Accrual Summary Report		
Superannuation payable agrees to the monthly Payroll Activity Summary Report		
8. Ensure the following have been reconciled:		
Loan Association company		
Deposits Paid		
Customer Deposit		
9. Check against the Profit and Loss:		
That wages equal the gross amount paid per Payroll Summary Report for month		
Check nothing has been posted to suspense or sundries		
(Note: If something has, correct it or print copy and provide explanation)		
10. Fix any out of balance amounts		
11. Print the following reports and give to owner:		
P&L Multiperiod Spreadsheet		
Balance Sheet as at month end		
Sales Reconciliation Summary		
Purchases Reconciliation Summary		
12. Review reports for correctness		
13. Reprint reports as required		
14. File in monthly folder reports in the following order:		
This Checklist		
P&L Multiperiod Spreadsheet		
Balance Sheet as at month end		
Sales Reconciliation Summary		
Purchases Reconciliation Summary		
Payroll Activities Summary for the month		
Superannuation Accrual General Ledger for the month		
Shareholder's Loan Account General Ledger for the month		
Month End Reconciliations		