



Monthly Checklist

Monthly Invoices

- ☐ Mortgage/rent
- ☐ Electricity/gas/water
- ☐ Marketing/ads/web hosting
- ☐ Maintenance services
- ☐ Internet/telephone
- ☐ Credit cards
- ☐ Software/lease
- ☐ Benevolence
- ☐
- ☐

Payroll / Benefits

- ☐ Mid-month payroll
- ☐ End-of-month payroll
- ☐ 1099 employees
- ☐ Federal taxes
- ☐ State taxes
- ☐ Benefits/health ins/retirement
- ☐
- ☐
- ☐
- ☐

End-of-Month

- ☐ Deposits are entered
- ☐ Checks are entered
- ☐ Reconcile checking account
- ☐ Reconcile savings/investments
- ☐ Reconcile credit cards
- ☐ Review unreconciled transactions
 - ☐ Delete unnecessary transactions
 - ☐ Review outstanding checks
- ☐ Review fund balances
- ☐

Board Reports

- ☐ Statement of Activities
- ☐ Statement of Financial Position
- ☐ Budget vs Actuals report
- ☐ Restricted fund reports
- ☐ Change in Net Assets 2
- ☐ Fund Balance by Checkbook
- ☐



Icon Systems
Accounting Software





Quarterly Checklist

Donations

- ☐ Online giving platforms updated
- ☐ Donation deposits are reconciled
- ☐ Donation errors corrected
- ☐ Donation statements sent
- ☐ Review pledged vs actual
- ☐ Pass-through missions are paid
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Taxes & Compliance

- ☐ 941 federal quarterly filing
- ☐ State quarterly filing
- ☐ Workforce safety insurance
- ☐ Workers compensation
- ☐ Tax liability accounts balance
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Communication

- ☐ Update church website/calendar
- ☐ Coordinate volunteers for events
- ☐ Review upcoming special events
- ☐ Connect with new members
- ☐ Prepare newsletters
- ☐ Social media content/fundraisers
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



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additional reports





Annual Checklist

Financial Preparation

- ☐ Finalize income & expense entries
- ☐ Reconcile all bank accounts
- ☐ Reconcile all credit cards
- ☐ Add appreciation/depreciation
- ☐ Finalize budget for next year
- ☐ Verify fund balances
- ☐ Ensure board minutes are signed
- ☐ Organize records in binder
- ☐ Review unreconciled transactions
- ☐ _____

Taxes & Compliance

- ☐ 941 federal quarterly filing
- ☐ State quarterly filing
- ☐ Workforce safety filing
- ☐ Workers compensation filing
- ☐ Print new labor law posters
- ☐ Complete W2, W3, & 1099 filing
- ☐ Update salaries in software
- ☐ Update deductions/benefits
- ☐ _____
- ☐ _____

HR / Operations

- ☐ Approve raises/bonuses
- ☐ Review retirement policies/limits
- ☐ Review bylaws & handbooks
- ☐ License renewals
- ☐ Insurance/benefit renewals
- ☐ Staff evaluations/goals
- ☐ Archive inactive employees
- ☐ Submit reciprocity paperwork
- ☐ _____
- ☐ _____

Donor Communications

- ☐ Generate thank-you letters
- ☐ Send statements by January 31st
- ☐ Share year-end impact reports
- ☐ Archive & update donor database
- ☐ Enter new pledge information
- ☐ _____
- ☐ _____



 **Icon Systems**
Accounting Software



Time Saving Automations

- ☐ Link donations to accounting
- ☐ Online giving imports
- ☐ Thank you templates
- ☐ Email donation statements
- ☐ Recurring journal entries
- ☐ Bank import transactions are marked
- ☐ Auto-reconcile
- ☐ Payroll system that updates tax tables automatically
- ☐ Securely storing and backing up data records
- ☐ _____
- ☐ _____



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Employee Onboarding

- ☐ Complete HR paperwork for the state and your payroll company
- ☐ Order necessary equipment
- ☐ Prepare workstation and equipment
- ☐ Create company email and logins for necessary software
- ☐ Complete background checks
- ☐ Issue name tags, keys, and access credentials
- ☐ Schedule orientation/training
- ☐ Complete enrollment paperwork for benefits
- ☐ Complete compliance training
- ☐ Introduce to team members
- ☐ Provide employee with company policies or handbook
- ☐ _____



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Employee Offboarding

- ☐ Confirm resignation letter received
- ☐ Notify team of departure date
- ☐ Transfer ownership of shared documents & drives
- ☐ Documentation on projects, deadlines, & responsibilities are transferred
- ☐ Terminate employee benefits (health, retirement...)
- ☐ Remove access to email, VPN, and other internal tools
- ☐ Process final paycheck and unused vacation
- ☐ Collect laptop, keys, and company property
- ☐ Update HR & payroll system
- ☐ Provide employee with final paperwork
- ☐ Conduct exit interview
- ☐ Place offboarding checklist in employee file



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New Church Treasurer

- ☐ Review current financial policies and procedure
- ☐ Identify upcoming bills, payroll dates, and deadlines
- ☐ Confirm who has check-signing authority
- ☐ Learn accounting software
- ☐ Verify bank balances and reconciliations for prior months are complete
- ☐ Understand payroll and tax filing procedures and due dates
- ☐ Build calendar with required dates and deadlines

Important Passwords & Accounts to Collect

- | | |
|---|---|
| ☐ <u>Online banking credentials</u> | ☐ <u>ACH/payment processing access</u> |
| ☐ <u>Credit card accounts</u> | ☐ <u>Savings and investment accounts</u> |
| ☐ <u>Software program login</u> | ☐ <u>EFTPS - IRS account access</u> |
| ☐ <u>State tax filing account access</u> | ☐ <u>Church email</u> |
| ☐ <u>Cloud storage/shared drives</u> | ☐ <u>Vendor payment portals</u> |
| ☐ <u>Benefit company accounts</u> | ☐ <u>EIN number for tax filing</u> |



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Facility Maintenance

- ☐ Smoke detectors, carbon monoxide, and fire extinguishers are serviced
- ☐ Medical supplies, emergency contacts, and AED equipment checked
- ☐ HVAC filters and annual inspection is complete
- ☐ Indoor maintenance, carpet cleaning, painting, and railings inspected
- ☐ Verify outdoor lighting, signs, and fire exit are in working condition
- ☐ Parking lot is inspected and repaired if needed
- ☐ Yard maintenance, tree trimming, landscaping, and flowers are done
- ☐ Roof and exterior of building is inspected
- ☐ Outside maintenance, window cleaning, and building repair
- ☐ Assess any major capital repair needed in the near future
- ☐ Verify annual insurance documents
- ☐ Review safety policies, security cameras, and intercom systems



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