



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
- ☐

