



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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