



The Month End Close Checklist

Version 1.0 (2023)

Import	Classify
<input checked="" type="checkbox"/> Sync transactions from bank to accounting ledger	<input type="checkbox"/> Classify transactions by category
<input type="checkbox"/> Sync transactions from credit card to accounting ledger	<input type="checkbox"/> Upload receipts for transactions above \$1,000
<input type="checkbox"/> Import remaining transactions via CSV import	<input type="checkbox"/> Classify transactions by class
<input checked="" type="checkbox"/> Upload check details	<input checked="" type="checkbox"/> Enter notes & memos on transactions
<input type="checkbox"/> Collect all bills from vendors	
<input type="checkbox"/> Collect all invoices from sales team	
<input type="checkbox"/> Collect employee expense reimbursement claims	
<input type="checkbox"/> Collect receipts for transactions above \$1,000	
	Calculate
	<input type="checkbox"/> Calculate Prepaid expenses
	<input type="checkbox"/> Calculate Accrued Expenses
	<input type="checkbox"/> Calculate Depreciation
	<input type="checkbox"/> Calculate Intercompany Accounts
	<input checked="" type="checkbox"/> Calculate Accrued Interest
	<input type="checkbox"/> Calculate Amortization
	<input checked="" type="checkbox"/> Calculate Deferred Revenue
	<input type="checkbox"/> Calculate Security Deposits
Reconcile	
<input checked="" type="checkbox"/> Download Bank statements & save to directory	
<input type="checkbox"/> Download Credit Card statements & save to directory	
<input type="checkbox"/> Complete bank reconciliations	
<input type="checkbox"/> Record Bank vs ledger differences	
<input checked="" type="checkbox"/> Import & reconcile activity into workpapers	
Review	
Make it tidy	Identify anomalies
<input type="checkbox"/> Review parent accounts and reclass to child accounts where necessary	<input type="checkbox"/> Review prior month profit & loss against this month
<input type="checkbox"/> Review new accounts and consolidate into existing accounts where necessary	<input checked="" type="checkbox"/> Review prior month balance sheet against this month
	<input type="checkbox"/> Review prior month cash flows against this month
Measure performance	
<input type="checkbox"/> Compare Revenue against budget	Present
<input type="checkbox"/> Compare COGS against budget	<input type="checkbox"/> Import summary into slide deck
<input type="checkbox"/> Compare Gross Profit against Budget	<input type="checkbox"/> Edit slide deck for pretty design
<input checked="" type="checkbox"/> Compare opex against budget	<input type="checkbox"/> Update commentary with meaningful insights
<input type="checkbox"/> Compare net operating income against budget	<input checked="" type="checkbox"/> Prepare calls to action
<input checked="" type="checkbox"/> Compare net other income against budget	<input type="checkbox"/> Meet with CEO & Management
<input type="checkbox"/> Compare net income against budget	<input type="checkbox"/> Present to Board of Directors
<input type="checkbox"/> Compare cash flows against budget	<input checked="" type="checkbox"/> Present for fundraise
<input checked="" type="checkbox"/> Compare ending cash against budget	
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