

MONTHLY CLOSING CHECKLIST

By Bojan Radojicic



FIXED ASSETS

- ☐ IP register reconciled with GL accounts
- ☐ Fixed assets register reconciled with GL accounts
- ☐ PPE and IP impairment test performed
- ☐ PPE and IP write offs done in line with SOPs
- ☐ Monthly depreciation calculated and posted
- ☐ Lease accounting postings done

INVENTORIES

- ☐ Inventory register reconciled with GL accounts
- ☐ Obsolescence inventory checked and posted
- ☐ Inventory write off done in line with SOPs
- ☐ Work in progress calculated and posted
- ☐ Goods in transit recorded in line with SOPs
- ☐ Shortages and surpluses properly posted

ACCOUNT RECEIVABLES

- ☐ AR subledger reconciled with GL accounts
- ☐ AR balances reconciled with debtors
- ☐ Overdue analysis performed
- ☐ AR impairment done in line with SOPs
- ☐ Bad debt reversal checked and posted
- ☐ Intercompany balances reconciled
- ☐ Unrealized FX posted

CASH AND EQUIVALENTS

- ☐ Cash on bank statements reconciled with GL acc.
- ☐ Cash balance reconciled with banks
- ☐ All cash payment documented in line with SOPs
- ☐ Unrealized FX posted

ACCOUNT PAYABLES

- ☐ AP subledger reconciled with GL accounts
- ☐ AP balances reconciled with vendors
- ☐ Incoming invoices documented in line with SOPs
- ☐ Intercompany balances reconciled
- ☐ Unrealized FX posted
- ☐ All recurring bills received and posted

REVENUES FROM SALES

- ☐ Invoiced all what is delivered
- ☐ Delivery notes reconciled with sales invoices
- ☐ Invoices reconciled with sales orders
- ☐ Deferred income recognized in line with SOPs
- ☐ Revenue reconciled with sales reports for mng.
- ☐ Sales actual vs budget vs. LY analysis performed
- ☐ Customers discounts properly accrued

VAT AND OTHER TAXES

- ☐ Incoming invoices in line with VAT / Sales tax req.
- ☐ VAT books reconciled with VAT GL accounts
- ☐ VAT return reconciled with VAT books and GL
- ☐ Sales VAT calculated for all deliveries
- ☐ Non-resident payment reviewed from WITH point
- ☐ Payroll tax returns submitted
- ☐ Tax liabilities reconciled with authorities
- ☐ Monthly VAT/GST/Tax instalment paid on time

LOANS

- ☐ Loan balances reconciled with banks
- ☐ Loan balances reconciled payment plans
- ☐ Unrealized FX posted
- ☐ Long term vs short term loans properly divided
- ☐ Interest matched with banks payment plan

COSTS

- ☐ Accruals for unreceived bills
- ☐ Salaries and benefits calculated and posted
- ☐ Accruals for annually paid services done
- ☐ Other accruals posted in line with SOPs

Monthly Closing Checklist

Peipei Pang



Monthly Closing Checklist:

The Fast Close Toolkit Christine H. Doxey, 2019-12-18 This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process The Record to Report R2R or Fiscal Closing Process is at the core of the controllership function The process includes transaction processing internal and external reporting and the internal controls the people processes and technology that constitute the corporate organizational hierarchy CFOs controllers and corporate finance departments require timely accurate and consistent data to make appropriate operational and strategic decisions and fulfill statutory regulatory and compliance requirements with accurate and timely data The Fast Close Toolkit offers both strategic and tactical suggestions that can significantly improve the fiscal closing process and provides guidance on new legislation requirements systems and best practice processes Checklists templates process narratives and sample policies are provided for every component of the fiscal close Investors and shareholders expect fast and easy access to the data created by current business activities in the information driven digital age The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process Authoritative and up to date this book Identifies the bottlenecks that can impact the and improve the fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report R2R and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end to end fiscal close process Describes approaches for risk management R2R and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close Monthly Check-list of State Publications Library of Congress. Division of Documents, 1919 **Monthly Checklist of State Publications** Library of Congress. Exchange and Gift Division, 1918 June and Dec issues contain listings of periodicals *The Master Guide to Controllers' Best Practices* Elaine Stattler, Joyce Anne Grabel, 2020-06-10 The essential guide for today's savvy controllers Today's controllers are in leadership roles that put them in the unique position to see across all aspects of the operations they support The Master Guide to Controllers Best Practices Second Edition has been revised and updated to provide controllers with the information they need to successfully monitor their organizations internal control environments and offer direction and consultation on internal control issues In addition the authors include guidance to help controllers carry out their responsibilities to ensure that all financial accounts are reviewed for reasonableness and are reconciled to supporting transactions as well as performing asset verification Comprehensive in scope the book contains the best practices for controllers and Reveals how to set the right tone within an organization and foster an ethical climate Includes information on

risk management internal controls and fraud prevention Highlights the IT security controls with the key components of successful governance Examines the crucial role of the controller in corporate compliance and much more The Master Guide to Controllers Best Practices should be on the bookshelf of every controller who wants to ensure the well being of their organization In addition to their traditional financial role today s controllers no matter how large or small their organization are increasingly occupying top leadership positions The revised and updated Second Edition of The Master Guide to Controllers Best Practices provides an essential resource for becoming better skilled in such areas as strategic planning budgeting risk management and business intelligence Drawing on the most recent research on the topic informative case studies and tips from finance professionals the book highlights the most important challenges controllers will face Written for both new and seasoned controllers the Guide offers a wide range of effective tools that can be used to improve the skills of strategic planning budgeting forecasting and risk management The book also contains a resource for selecting the right employees who have the technical knowledge analytical expertise and strong people skills that will support the controller s role within an organization To advance overall corporate performance the authors reveal how to successfully align strategy risk management and performance management In addition the Guide explains what it takes to stay ahead of emerging issues such as healthcare regulations revenue recognition globalization and workforce mobility As controllers adapt to their new leadership roles and assume more complex responsibilities The Master Guide to Controllers Best Practices offers an authoritative guide to the tools practices and ideas controllers need to excel in their profession

Fourth Pillar of Business - Finance & Accounts CA. Senthil Kumar R.,2025-07-14 Why This Book Matters Over the past 25 years in the field of Accounts and Finance I have witnessed a recurring and worrying pattern among MSME entrepreneurs finance is often treated as an afterthought Despite being the backbone of any business the financial function is overlooked leading to a lack of internal controls visibility and accountability Many business owners have no access to their own books of accounts are unaware of critical login credentials such as for Income Tax GST TDS ROC and banking and lack systems for password management data backup or digital asset control In a world where data is more valuable than money such lapses pose serious risks from penalties and data breaches to business failure An even deeper concern is the knowledge gap among MSME accountants More than 80% do not regularly update themselves with rapidly changing laws and notifications from tax and regulatory departments Today s audits are fully digital and even a small error whether by omission or ignorance can trigger significant consequences This book aims to address these gaps Written in a crisp and structured manner it provides practical non theoretical guidance to MSME entrepreneurs It will help you understand your financial systems better build a stronger internal control framework and avoid costly compliance mistakes Most importantly it empowers business owners to take control of their financial data and systems If MSMEs are strong the nation is stronger With over 80% contribution to employment and GDP strengthening MSMEs ensures a healthier economy This book is a small step toward that big goal Let

it be your eye opener and your action starter **Monthly List of State Publications** Library of Congress. Division of Documents,1919 **The Politics of Plant Closings** John Portz,1990 A paper reprint of the 1988 original It is a political history that describes and analyzes the management of organized knowledge Wheatley takes Flexner and the Carnegie Foundation of 1910 as the model Portz political science Northeastern U combines a synthesis of the literature on urban politics and political economy with a close analysis of plant closings in Pittsburgh Pennsylvania Louisville Kentucky and Waterloo Iowa to illuminate the complexity of constraints upon and range of local government efforts to control the economic damage caused by shutdowns Paper edition unseen 12 95 Annotation copyrighted by Book News Inc Portland OR

Checklist of Wisconsin Public Documents ,1928 Early issues include some publications of learned societies as well as state documents **Meeting of Board of Regents** University of Michigan. Board of Regents,1991-06 *Fast Close* Steven M. Bragg,2009-04-06 Praise for Fast Close A Guide to Closing the Books Quickly Steve captures the essence of the problems affecting the financial close process within corporations of all sizes from the period close of subledgers and general ledger through financial reporting and the relationship and interdependencies of governance people and technology A must read for the corporate controller David Taylor ACMA MBA VP Strategy Trintech Inc Fast Close A Guide to Closing the Books Quickly Second Edition is a must read for today s busy controllers Steven Bragg points out everything that can be done outside the close that you just never realized didn t actually have to be part of the month end close process Very commonsensical approach Kathleen Schneibel mba cpa Controller CFO for Hire KMAS Consulting LLC A well executed fast close can bring many valuable benefits to any company from improving organizational performance to transforming accounting executives from financial historians to trusted advisors In Fast Close Second Edition Steve systematically breaks down the steps required to achieve a fast close in both public and private companies providing financial executives with tips checklists and a cost effective road map to implement fast close procedures in virtually any company Matthew Posta Esq CPA Vice President of Finance Key Air LLC FROM THE FIRST EDITION This is an outstanding book in which Steve reveals his secrets to a fast close Having personally experienced his one day fast close for years and enjoyed the beneficial impact on my company I highly recommend this book for all financial officers who desire to have a large favorable impact on their company Richard V Souders President and CEO Kaba Workforce Solutions **Monthly Bulletin** St. Louis Public Library,1916 **The Toddler Center** Marion O'Brien,1979 A complete description of a toddler day care center developed over more than 6 years of operation and empirical research into management teaching techniques care routines environmental design and materials selection **Checklist of Public Documents Containing Debates and Proceedings of Congress from the First to the Fifty-third Congress** United States. Superintendent of Documents,1895 Probate and Property ,2001 *Banking* ,1957 Papers and Proceedings American Library Association. Annual Conference,1922 Bulletin of the American Library Association American Library Association,1922 Papers and Proceedings of the ... Annual Meeting of the American Library

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