

# Accounting Month End Checklist

	A	B	C
1	Accounting Month End Checklist		
2			
3	Duties / Tasks	Chapter	Checklist
4	Enter all bills		✓
5	Enter any vendor credits		
6	Pay all bills		
7	Enter any manual checks		
8	Enter all online banking payments		
9	Enter all bank drafts		
10	Enter payroll		
11	Pay any payroll liabilities		
12	Enter any invoices required		
13	Enter all donations		
14	Enter any other receipts		
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17	Reconcile credit card bill		
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20	Review Receivable Aging Report		
21	Review Payable Aging Report		
22	Review Statement of Financial Position		
23	Review Statement of Activities by Class		
24	Review Income Statement Comparison to Budget		

# Month End Close Checklist Excel Accounting Template

**B Lingard**



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