

Business Reporting – Month End Checklist

ACTION	WHO (Initials)	BY WHEN
Finalise all bank reconciliation items		
Enter all supplier invoices, petty cash receipts and staff reimbursements for the month		
Reconcile supplier statements with invoices		
Ensure all sales invoices have been raised and finalised for the month		
Obtain all required source documents (where appropriate): <ul style="list-style-type: none"> •Bank/loan/credit card statements showing month end balances •Asset purchase documents from the month (Car, Shares, Buildings, Plant & Equipment) & finance documentation relating to same •ATO debt balance statement 		
Update Fixed Asset Register & run depreciation journals		
Print & review GST liability report for the month - ensure all GST is correctly applied to transactions		
Pass new expense accruals and/or prepayment journals – review expenses for large items that should be amortised		
Review existing accruals/prepayments on balance sheet and pass necessary monthly journals to expense as appropriate		
Run employee entitlements reports and ensure you have passed necessary journals to update balance sheet liability		
Review and make necessary adjustments that arise from prior period changes		
Agree all Balance Sheet/Profit & Loss items to source docs		
Prepare monthly reporting pack and circulate to key stakeholders		
Hold monthly financial review meeting/monthly advisory board meeting		