END OF MONTH CHECKLIST

Uniting BOOKKEEPERS
Educating Supporting Networking

ACTION	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Process Transactions												
Petty Cash Processing												
Payroll processing & reconciliation												
Bank Reconciliations												
Credit Card Reconciliations												
Business Loan/s Reconciliation												
Trade Debtors Reconciliation												
Trade Creditors Reconciliation												
PAYGW Liability A/c Reconciliation												
Superannuation Liability A/C Rec												
General Ledger Review (for posting errors, drawings, assets etc)												
GST Ledger review for coding errors and missed GST codes												
BAS preparation or send to the clients accountant for submission												
Filing of Tax Invoices and all other relevant paperwork (for future reviews or audits)												