CLOSE CHECKLIST TEMPLATE

Month: _____ **Financial year:** _____

Prepared by: _____ **Reviewed by:** _____

Tick each row, write initials and the date. Anything not ticked goes in the CARRY box at the bottom.

CHECK	OWNER	DUE	SIGNED OFF
CUT OFF			
Confirm no sales invoices were issued after the period end			
List supplier bills dated in the month but not yet received			
Check the bank statement does not stop before month end			
RECORD			
Enter all remaining sales and credit notes			
Enter all remaining supplier bills and expenses			
Enter bank charges, interest and fees shown on the statement			
RECONCILE			
Reconcile bank account 1 to the statement			
Reconcile bank account 2 to the statement			
Reconcile each credit card account			
Tie receivables to the unpaid invoice list			
Tie payables to supplier statements			
ADJUST			
Post accruals for expenses incurred and not billed			
Release prepayments for the month			
Post depreciation from the fixed asset schedule			
REVIEW			
Review P&L against budget and explain variances			
Review balance sheet against last month			
Lock the period and back up the file			

CARRIED FORWARD

Anything not signed off this month. Write it here before the next close starts.

SUMMARY

Checks in this month: 17 Signed off: _____ Outstanding: _____

Days to close: _____ Status: COMPLETE / IN PROGRESS

Nothing here is accounting, tax or legal advice.

Month: _____ **Financial year:** _____

Prepared by: _____ **Reviewed by:** _____

Tick each row, write initials and the date. Anything not ticked goes in the CARRY box at the bottom.

Roll-up — one row per month

Four numbers a month. Read the trend, not the single row.

MONTH	CHECKS	SIGNED	CARRIED	DAYS TO CLOSE	NOTES
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
Mar					

Close calendar — working-day plan

Due days in the checklist follow this plan, so a weekend cannot make the close late.

DAY	PHASE	WHAT MUST BE FINISHED
Day 1	Cut off	Period boundary agreed, late items listed
Day 2	Record	All transactions entered
Day 3	Reconcile	Bank and card accounts matched
Day 4	Adjust	Accruals, prepayments and depreciation posted
Day 5	Review	P&L and balance sheet reviewed, period locked

How to use this sheet

1. Put a name in every Owner box before the month starts.
2. Due uses working days, not calendar dates.
3. Sign off with initials and the date actually completed.
4. An empty box and an N/A are not the same thing — sign an N/A.
5. The last row is signed by the reviewer, not the person who did the work.
6. Anything not signed goes in the CARRIED FORWARD box in writing.