

Month-end close checklist

Free template from Excello, excelloservices.com. Tick each task when its "done when" condition is true.

Company _____ Month _____ Prepared by _____ Reviewed by _____

#	TASK	DONE WHEN	OWNER
Before month-end			Before
☐ 1	Remind the team to submit receipts, bills and expense claims	Reminder sent	
☐ 2	Confirm payroll dates and any bonuses or leavers this month	Payroll dates confirmed	
☐ 3	List the accruals you expect, such as contractor work not yet invoiced	Accrual list started	
Cut off the period			Day 1
☐ 4	Stop posting new transactions dated in the month	Cut-off date agreed	
☐ 5	Download statements for every bank, card and loan account	Every statement saved in one folder	
☐ 6	Download payout and settlement reports from Stripe, Shopify and marketplaces	Every report saved	
☐ 7	Export the payroll register for the month	Payroll report saved	
Reconcile bank and card accounts			Day 1 to 2
☐ 8	Reconcile each bank account to its statement	Book balance equals the statement, differences explained	
☐ 9	Reconcile each credit and company card	Card balance equals the statement	
☐ 10	Reconcile payment processor balances to payouts	Clearing account agrees to the processor report	
☐ 11	Reconcile petty cash, if you keep any	Count agrees to the book balance	
Chase and post anything missing			Day 2
☐ 12	Request missing receipts and bills	Every transaction has a document	
☐ 13	Post late supplier bills for the month	Bills received after month-end recorded	
☐ 14	Post any sales invoices not yet recorded	Revenue for the month complete	
☐ 15	Record bank fees and interest from the statements	Statement-only items recorded	
☐ 16	Clear the uncategorized or suspense account	Balance is zero	
Post accruals and adjustments			Day 3
☐ 17	Accrue costs incurred but not yet billed	Accrual entries posted	
☐ 18	Move this month's share of prepaid expenses into costs	Prepaid schedule updated	
☐ 19	Record depreciation on fixed assets	Depreciation schedule updated	
☐ 20	Post payroll accruals and employer taxes	Payroll liabilities agree to payroll reports	
☐ 21	Update deferred revenue for payments received in advance	Schedule agrees to the balance	

#	TASK	DONE WHEN	OWNER
Check the balance sheet			Day 3 to 4
☐	22 Agree receivables to the unpaid invoice list	<i>Aging report equals the balance sheet</i>	
☐	23 Agree payables to the unpaid bills list	<i>Aging report equals the balance sheet</i>	
☐	24 Agree loans to lender statements	<i>Balances match</i>	
☐	25 Agree sales tax or VAT payable to the tax report	<i>Balances match</i>	
☐	26 Agree inventory to stock records	<i>Balances match or differences recorded</i>	
☐	27 Agree balances between group companies	<i>Intercompany balances net to zero</i>	
Review the financial statements			Day 4
☐	28 Run the profit and loss and balance sheet	<i>Reports saved</i>	
☐	29 Compare each line with last month and the budget	<i>Large changes listed</i>	
☐	30 Explain every large change in a short note	<i>Notes written</i>	
☐	31 Have someone other than the preparer review both statements	<i>Review signed off</i>	
Lock and file the month			Day 5
☐	32 Lock the period in your accounting software	<i>Lock date set</i>	
☐	33 File reconciliations and reports with the statements	<i>Close folder complete</i>	
☐	34 Share the statements with owners or investors	<i>Statements sent</i>	
☐	35 Note anything that slowed the close for next month	<i>Improvement noted</i>	

Timing assumes a close finished within five business days of month-end. Delete tasks that never apply and add your own.