

Monthly Checklist

Account	Procedures/Questions	Yes	No	Comments
Cash Accounts				
Checking	Does account balance agree with bank reconciliation? Are outstanding items on reconciliation accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	
Savings	Does account balance agree with bank statement?	<input type="checkbox"/>	<input type="checkbox"/>	
Petty Cash	Have petty cash expenditures been recorded? Does account balance appear to be reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	
Accounts Receivable				
Accounts Receivable	Does account balance agree with A/R aging detail? Does the listing include all invoices sent? Are outstanding items reasonably collectible?	<input type="checkbox"/>	<input type="checkbox"/>	
Staff A/R	Does account balance agree with detailed listing?	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Receivable	Does account balance agree with detailed schedule and grant reports?	<input type="checkbox"/>	<input type="checkbox"/>	
Prepaid Expenses				
Prepaid	Does account balance agree with detailed listing?	<input type="checkbox"/>	<input type="checkbox"/>	
Property and Equipment				
Furniture and Equipment	Are all current debits (increases) intended to be capitalized and depreciated? If no, have reclass journal entries been made? If yes, have depreciation schedules and expense been updated to reflect new purchases?	<input type="checkbox"/>	<input type="checkbox"/>	
Accumulated Depreciation	Has the monthly depreciation entry been recorded and does accumulated depreciation equal the depreciation schedule?	<input type="checkbox"/>	<input type="checkbox"/>	

Account	Procedures/Questions	Yes	No	Comments
Liabilities				
Accounts payable	Does balance agree to A/P aging detail? Does the listing include all bills due?	<input type="checkbox"/>	<input type="checkbox"/>	
Deferred Revenue	Does balance agree with detailed schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll Liability Accounts	Do increases/decreases in accounts agree with the current month's payroll? Have payments been properly recorded? (Typically, month end total is paid in full in subsequent month.) Do account balances agree to various payroll reports and payroll tax reports? (Clearing, sick pay, vacation, fed. Taxes, FUTA, SUTA, SIT, TIAA withholding and Employer Contribution)	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Payable	Does account balance agree with detailed schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
Reports				
Balance Sheet	On the balance sheet, do assets equal liabilities and fund balance?	<input type="checkbox"/>	<input type="checkbox"/>	
Profit and Loss	Do revenue and expense account balances appear reasonable based on: -YTD and current period balance -Actual vs. Budget	<input type="checkbox"/>	<input type="checkbox"/>	
	Do grant revenue and expense balances per general ledger agree with amounts reported to funding sources?	<input type="checkbox"/>	<input type="checkbox"/>	