

Month-End Close Checklist (Fillable)

Roma Financial Services | Please complete before your consultation.

A) Period & Access

Company name:

Month being closed (MM/YYYY):

Accounting system (QBO/QBD/Xero/Other):

Bank accounts (count):

Credit cards (count):

Close owner/contact email:

B) Close Steps

- All bank statements received for the month.
- All credit card statements received for the month.
- All sales/invoices recorded (or sales reports provided).
- All bills/vendor invoices captured (A/P).
- Payroll posted and payroll taxes/benefits reviewed.
- All bank accounts reconciled.
- All credit cards reconciled.
- Loan/line of credit activity recorded and balances reviewed.
- Fixed assets & depreciation updated (if applicable).
- Inventory counts/adjustments completed (if applicable).
- Deferred revenue/expenses reviewed (if applicable).
- A/R reviewed (past due follow-ups).
- A/P reviewed (due dates, vendor holds).
- Owner distributions/owner pay recorded (if applicable).
- Review P&L vs prior month and vs budget.
- Review Balance Sheet for unusual balances.
- Clean up Uncategorized / Ask My Accountant (target: \$0).
- Finalize financial statements package (P&L, Balance Sheet, Cash Flow).
- Save backup/export reports for the month.

C) Notes / Variances

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After completing, book your Free Consultation at RomaFinancials.com.

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Acknowledgment

I acknowledge this checklist is proprietary to Roma Financial Services and I will not distribute, copy, or modify it without written permission.

Name:

Date:

Company:

Signature (typed):

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