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| End of Month Bookkeeping Checklist |

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| **Monthly Tasks** | ✓ |
| **Prepare Staff/Partner Commission/Bonus/Royalties Payments** |  |
| * Print Sales Report by Salesperson |  |
| * Calculate Sales by % Commission |  |
| * Prepare Payment for each person in payroll or through the accounts |  |
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| **Prepare Monthly Payment for Director/s from drawings (If applicable)** |  |
| * Print GL-Loan-Director (Check if payment should be allocated to loan, dividend, or wage) |  |
| * Calculate wage and tax marginally for Wage payment |  |
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| **Prepare Payroll Tax (If applicable)** |  |
| * Calculate Payroll Tax from Payroll Summary Report |  |
| * If Multiple States involved, calculate per state |  |
| * Prepare Payment for Payroll Tax and Pay within 7 days after EOM |  |
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| **Prepare Profit Share for Partners (if applicable)** |  |
| * Prepare Payment for each partner |  |
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| **Inventory – Count & Movement (if applicable)** |  |
| * Count Stock per Staff Member or Company Location |  |
| * Show movements and write off samples |  |
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| **Suppliers** |  |
| * Reconcile Outstanding Payable Invoices to Supplier-provided Statements |  |
| * Review outstanding Purchase Orders |  |
| * Reconcile Prepaid Supplier Payments to Purchase Orders |  |
| * Review Returns and Credits – apply to invoices or clear |  |
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| * **Customers** |  |
| * Review Returns and Credits and apply to invoices to clear |  |
| * Review outstanding Customer Orders for next Shipment |  |
| * Print/Email Debtors Statements |  |
| * **Reconciliations** | ✓ |
| **Reconcile Accounts/Clearing Accounts** |  |
| Bank accounts and clear OLD un-presented cheques |  |
| * Foreign Banks (if applicable) |  |
| * Credit Cards and Bank Loans (if applicable) |  |
| * Petty Cash/Cash Drawer (if applicable) |  |
| * Electronic Clearing /Un-deposited funds (Justify why not zero?) (if applicable) |  |
| * EFTPOS/PayPal/AfterPay and other |  |
| * Clear Suspense Account, Payroll Clearing and POS Clearing (Justify why not zero?) |  |
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| * **Reconcile Payroll** |  |
| * **Superannuation** |  |
| * Reconcile unpaid Superannuation to B/Sheet Superannuation Liability |  |
| * Check Expense Superannuation is 9.5% of Ordinary Time Earnings |  |
| * SGC to be paid monthly/quarterly |  |
| * **PAYG Withholding** |  |
| * Reconcile unpaid PAYGW to B/Sheet PAYGW Liability |  |
| * Check PAYGW paid for the month/quarter = Payroll Summary Monthly/Quarterly |  |
| * **Entitlements** |  |
| * Review Time in Lieu Register (if applicable) |  |
| * Review Outstanding Annual, Personal and Long Service Leave Levels |  |
| * Review Outstanding RDO’s (if applicable) |  |
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| * **Reconcile Deposits** |  |
| * Customer/Advanced Deposits Liability - Review Advanced Deposits or Customer Orders Report |  |
| * Security Deposits Liability to Outstanding Customer Refund Report - Review customers not return goods for redemption of security deposit |  |
| * Gift Voucher Certificate Liability to Outstanding Gift Register * Review expired Gift Certificates (if applicable) |  |
| * Laybys Liability to Outstanding Laybys Report * Review cancelled laybys |  |
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| * **Reconcile Loans** |  |
| * Review Directors Loan |  |
| * Reconcile Inter-Company Loans ensuring balances are the same |  |
| * **EOM Journals** |  |
| * **Journals** |  |
| * Stock write Off (samples, dead stock, spoilt stock) |  |
| * Outstanding Leave Entitlements (AL and LSL) |  |
| * Outstanding Time in Lieu |  |
| * Partner Profit Share |  |
| * Depreciation |  |
| * + Write off Expired Gift Vouchers, Laybys or Security Deposits |  |
| * + Private Usage |  |
| * + Accruals |  |
| * + Prepayments |  |
| **EOM Reporting** |  |
| **Provide Information to the Client** |  |
| * Profit/Loss Statement YTD and Last Year Analysis |  |
| * Balance Sheet (Highlight Bank Balance, Debtors, Creditors, Loans, Inventory) |  |
| * Sales by Product, Customer and Salesperson |  |
| * EOM Outstanding Payables and Receivables |  |
| * Stock on Hand List |  |
| * Outstanding Purchase and Customer Orders Report |  |
| * Other: |  |
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