|  |
| --- |
| End of Month Bookkeeping Checklist |

|  |  |
| --- | --- |
| **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
 |  |
|  |  |
| **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
 |  |
|  |  |
| **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
 |  |
|  |  |
| **Prepare Profit Share for Partners (if applicable)** |  |
| * Prepare Payment for each partner
 |  |
|  |  |
| **Inventory – Count & Movement (if applicable)** |  |
| * Count Stock per Staff Member or Company Location
 |  |
| * Show movements and write off samples
 |  |
|  |  |
| **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
 |  |
|  |  |
| * **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?)
 |  |
|  |  |
| * **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)
 |  |
|  |  |
| * **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
 |  |
|  |  |
| * **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:
 |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |