Detailed month-end close checklist

A clearer monthly review, one step at a time

MONTH / PERIOD _____ **CLOSE LEAD** _____ **TARGET CLOSE DATE** _____

01 SET THE CUTOFF AND GATHER RECORDS

- [ ] Confirm the period end and the accounting basis used for your reports.
- [ ] Gather bank, card, payment processor and loan statements for the period.
- [ ] Record sales, customer receipts, vendor bills, payments, payroll and refunds in the right period.
- [ ] Check bank feeds for missing or duplicate activity, then reconcile each in-scope account.

02 CHECK THE IMPORTANT BALANCES

- [ ] Review unpaid customer invoices and bills; flag old, duplicate or unapplied items.
- [ ] Compare loans and other significant liabilities with current statements or schedules.
- [ ] Check payroll and sales-tax balances. Review inventory, fixed assets or prepaid costs when relevant.
- [ ] Investigate uncategorized items, suspense or clearing balances, and transfers.

03 REVIEW WHAT THE REPORTS ARE SAYING

- [ ] Scan the P&L, balance sheet and cash activity for unusual balances, big swings or negative amounts.
- [ ] Compare key lines with last month or budget, if available. Note the reasons for important changes.
- [ ] Keep support for one-time items and proposed adjustments so they can be reviewed and approved.

04 FINISH AND FOLLOW UP

- [ ] List open items with an owner and due date. Do not force a reconciliation to make it balance.
- [ ] Save final reports and reconciliation support in the approved location; share only with authorized people.
- [ ] Lock the period only under your established process.

OPEN ITEMS / OWNER / DUE DATE

OPEN ITEM	OWNER	DUE DATE

NEXT CLOSE ACTION: _____

NEED A HAND WITH THE CLOSE?

BetterMint can help with bookkeeping workflows, reconciliations and a clearer monthly reporting process. **Explore bookkeeping support → morebettermint.com/services/bookkeeping**