MONTH CLOSE CALENDAR

1 Retrieve bank & credit card statements | Pull & enter prior month's activity	**2** Reconcile bank and credit card accounts	**3** Reconcile investment accounts and loans	**4** Record journal entries (accruals, deferrals, depreciation)	**5** Confirm all items are coded correctly	**6** AP check-in	**7**
8 Update schedules (Pre-Paid, Fixed Assets, Restricted Net Assets, etc.)	**9** P&L and Balance Sheet review — compare to budget and prior period	**10** Review grant tracking and restricted fund activity	**11** File any required taxes (sales tax, payroll tax)	**12** Month review sign-off	**13** AP check-in	**14**
15 Final review with Controller / CFO	**16** Download financial reports & format	**17** Issue Financial Statements to Board	**18** Board reads / Q&A window	**19** Address board follow-up questions	**20** AP check-in	**21**
22	**23** Enter current month's activity (1st-15th)	**24** Review AR aging	**25** Review AP aging	**26** Payroll processing checkpoint	**27** AP check-in	**28** Enter current month's activity (16th - end of month)
29 Prepare for close (gather receipts, invoices, statements)	**30** Review and update schedules	**31** Final push: confirm all transactions posted, close prior period				

Payroll Cadence (Add Your Own Dates)

Payroll runs on a set schedule that varies by organization. Add your paydays to the calendar based on your cycle:

- Bi-weekly (26 pays/year) — every 2 weeks, typically Fridays
- Semi-monthly (24 pays/year) — typically the 15th and last day of the month
- Monthly (12 pays/year) — usually the last business day