



Month Close Calendar

1 Retrieve bank statements Pull & enter prior month's activity	2 Reconcile bank accounts	3	4	5 Confirm all items are coded correctly	6 Check to see if all bills are paid	7
8 Update schedules as needed (Pre-Paid, Fixed Assets, Restricted Net Assets, etc.)	9 P&L and Balance Sheet Review	10	11 File and pay sales tax	12 Month review sign-off	13 Check to see if all bills are paid	14
15 Final review	16 Download financial reports & format	17 Issue Financial Statements to Board	18	19	20 Check to see if all bills are paid	21
22	23 Enter current month's activity (1st-15th)	24	25	26	27 Check to see if all bills are paid	28 Enter current month's activity (16th - end of month)
29	30 Review and update schedules	31				

Key

Purple text indicates a task done for the current month's activities

Blue text indicates tasks done for a previous month's activities

Feel free to add unique dates such as your payroll schedule to the calendar. The dates will depend on whether you run payroll Bi-Weekly, Semi-Monthly, or Monthly.