MONTHLY EOFY ACCOUNTING CHECKLIST

MONTH	[Month]	COMPANY NAME	[Company's name]
TEAM	[Team member names and initials]	DATE	3/12/2018



			Q1			Q2			Q3			Q4	
CAMPAIGN TYPE	ADDITIONAL INFO	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Balance sheet													
Bank accounts	Details here												
Reconciliation report	Details here												
Petty cash	Details here												
Debtors													
List with age analysis	Details here												
Email reminders	Details here												
Phone calls	Details here												accountingforgood
Asset register and depreciation													
Depreciation report	Details here												
Income from asset sales	Details here												
New asset update	Details here												
Reconciliation of asset register	Details here												
Payroll													
Leave applications	Details here												
Leave accruals	Details here												
Employee contributions	(Superannuation, workers compensation insurance, medical contributions etc)												
Accounts clearance	(PAYG, superannuation, wages payable and salary sacrifice payable)												
Advanced income													
Income in advance	Details here												
Income drawdown plan	Details here												
Funding allocation (3/6/12 months)	Details here												
Leases													
Lease and liabilities	Details here												
Reversals required	Details here												
GST reconciliation	Details here												
ATO integration	Details here												

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CAMPAIGN TYPE	ADDITIONAL INFO		Q1		Q2			Q3			Q4		
		JANUARY	FEBRUARY	MARCH						SEPTEMBER			DECEMBER
Other assets													
Accrued income	Fundraisers, community initiatives												
Prepayment schedule review	Stationary, subscriptions, food												
Inventory	Categorise												
P&L report													
Unallocated transactions	Details here												
Cost centre allocations	Details here												
P&L comparison	Details here												
Other													
	Details here												