

MONTHLY REPORTING CHECKLIST

Company:

Month Ended:

1. Coded duplicate check copies included? Yes No
2. Bank statements included?
 - a. Checking
 - b. Savings
3. Sales form completed or sales provided below?
4. Petty cash expenses paid?
5. Owner expense report filled out and check written?
6. Inventory balance at month's end \$ _____
7. A/R balance at month's end (if on accrual basis) \$ _____
8. A/P balance at month-end (if on accrual basis) Attach the list coded by category. \$ _____
9. Any deposits other than sales? Yes No (If yes, explain below).
10. Any optional items purchased (equipment, computers, vehicles)? Please provide details below.
11. Any loans taken out? If so, provide details below.
12. Any government correspondence received (Internal Revenue Service, State, etc.)?
13. Any government forms received (payroll forms, etc.)?
14. Anything else we should know about?
15. If QuickBooks:
 - a. Send QB backup to portal
 - b. Include backup flash drive

Comments:

Please send this checklist back with your monthly work.