

CHURCH NAME: _____

YEAR: 20 _____

CHECKLIST BEFORE CLOSING THE MONTH	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Enter all Sabbath offering deposits												
**Adventist Giving Deposits for THIS month												
**Any non-offering deposits												
Enter all checks for the month												
**Enter all electronic, debit, ACH payments												
**Enter local payroll payments if needed												
Remit to Conference												
Budget Allocations - yes or no												
**Monthly adjustments and transfers												
1)												
2)												
3)												
4)												
5)												
**Any NSF Checks?												
Reconcile Checking												
**Reconcile Monthly Savings												
**Reconcile Quarterly Savings/SURF												
**Reconcile Debit/Credit Accounts												
Say NO to printing reports so you can:												
Look at all the Jewel reports once more												
Scan Financial Summary. Anything off?												
Double check your list.												
NOW print your end of month reports.												
**STEPS YOU HAVE ALSO FORGOTTEN												
a)												
b)												
c)												
d)												
e)												
f)												

**Optional--not all will need this