[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm monthly close checklist

Month-end, done properly - reconciliations, reviews and reports in order.

Client	[Client name]
Month	[Month / year]

Checks

Check	Yes	No	N/A
Bank reconciliations completed - all accounts	☐	☐	☐
Sales and purchase ledgers reconciled	☐	☐	☐
Accruals and prepayments posted	☐	☐	☐
Payroll journals posted	☐	☐	☐
VAT return prepared / filed	☐	☐	☐
Intercompany balances agreed (if applicable)	☐	☐	☐
Management accounts produced	☐	☐	☐
Review notes cleared	☐	☐	☐
Reports sent to client	☐	☐	☐
File archived	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date