Meridian Accounting Services Ltd

Accounting firm monthly close checklist

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

Client	Sarah Mitchell
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 as agreed at the meeting.

Sign-off

Checked by	Signature	Date