



# Month Close Calendar

<b>1</b> Retrieve bank statements  Pull & enter prior month's activity	<b>2</b> Reconcile bank accounts	<b>3</b>	<b>4</b>	<b>5</b> Confirm all items are coded correctly	<b>6</b> Check to see if all bills are paid	<b>7</b>
<b>8</b> Update schedules as needed (Pre-Paid, Fixed Assets, Restricted Net Assets, etc.)	<b>9</b> P&L and Balance Sheet Review	<b>10</b>	<b>11</b> File and pay sales tax	<b>12</b> Month review sign-off	<b>13</b> Check to see if all bills are paid	<b>14</b>
<b>15</b> Final review	<b>16</b> Download financial reports & format	<b>17</b> Issue Financial Statements to Board	<b>18</b>	<b>19</b>	<b>20</b> Check to see if all bills are paid	<b>21</b>
<b>22</b>	<b>23</b> Enter current month's activity (1st-15th)	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Check to see if all bills are paid	<b>28</b> Enter current month's activity (16th - end of month)
<b>29</b>	<b>30</b> Review and update schedules	<b>31</b>				

**Key**

Purple text indicates a task done for the current month's activities

Blue text indicates tasks done for a previous month's activities

Feel free to add unique dates such as your payroll schedule to the calendar. The dates will depend on whether you run payroll Bi-Weekly, Semi-Monthly, or Monthly.