

Bookkeeping Checklist

BOOKKEEPER & CLIENT DETAILS

Client Business Name File Name		
Bookkeeper Details		
Month	Date Prepared	
Software & Version	BAS Agent #	

BOOKKEEPERS END OF MONTH CHECKLIST

The following checklist has been designed as a brief guide to assist the Bookkeeper and the Business Owner / Operator to define the various roles that are to be undertaken by the bookkeeper within the organisation (ideally on a monthly basis). It is by no means an exhaustive list of all tasks that could be undertaken by the bookkeeper. The checklist should be viewed as a piece of the broader business management systems that are in existence within the organisation, it has been designed to benefit both parties in their interaction. Firstly the bookkeeper by providing a documented list of tasks that have been undertaken during the period and secondly the Business owner (operator) so as to ensure that the bookkeeping role has been delegated (not abdicated) with a set of defined expectations as to what tasks are to be undertaken for the business. The overall aim is to assist both parties in their interaction with a practical / structured and documented approach to ensuring that the outsourced bookkeeping role is delegated and undertaken with a business system in place. The document represents information available at the time of printing and does not represent financial or taxation advice. No part of this document can be reproduced, copied or duplicated without the express written authorisation of QA Business Pty Ltd. All rights reserved © QA Business Pty Ltd 2000 – 2016.

TASK	erved @ QA Business i ty Eta 2000 – 2010.	DONE
	Ensure you login with own unique user name and password	
2.	 Enter Supplier Bills Once approved by client Print Unpaid Bills report for client to mark bills for payment 	
3.	Enter Customer Invoices • Print and send/email to customer	
4.	Enter bank statement direct debits/credits • Setup/use memorised transactions as required	
5.	Enter deposits per deposit book	
6.	Enter all Sales Receipts per receipt book	
7.	Enter all cheques • Review Missing Cheques report	
8.	Enter credit card charges and reconcile credit card accounts	
9.	Reconcile petty cash float and draw replenishment cheque	

10. Review post–dated transactions (beyond current period)	
11. Reconcile all bank accounts	
12. Review Bank Reconciliation reports and investigate outstanding payments and deposits	
 13. Reconcile Suppliers (Accounts Payable) AP Ageing Detail Report to supplier bills/statements Investigate any invoices that are in dispute Ensure all supplier credits are allocated to appropriate bills 	
 14. Review Customers (Accounts Receivable) AR Aging Detail Report Investigate any invoices that are in dispute Ensure all customer payments and credit adjustments are allocated to invoices 	
15. Print/email Customer statements	
16. Check Suspense (clearing) account is cleared out to zero	
17. Check EFTPOS Clearing account reconciled	
 18. Memorised Transactions Review Memorised Transaction List and ensure all entries have been posted and list is current 	
 19. Proof Financial Reports Check the following reports agree to the Balance Sheet and Profit & Loss reports: Bank Reconciliation Reports for all bank accounts & credit cards AR Aging Summary Report to Accounts Receivable account AP Aging Summary Report to Accounts Payable account Tax Liability Report to Tax Payable Account (Reconciliation required if on Cash Basis) Payroll Summary Report to payroll expenses and payroll liabilities accounts 	
20. Review Transaction Detail By Account with Tax Code column turned on in order to review all account allocations and tax code allocations (Particularly Fixed Assets, Income and Expense accounts).	0
21. Review Closing date exception report (QuickBooks only) for previously closed periods	
22. Reconcile Balance Sheet Loan Accounts to lender's statements	
23. Reconcile Hire purchase/Chattel Mortgage Accounts to financier's statements	0
24. Reconcile BAS clearing account to ATO Running Balance Account statement	0
25. Reconcile all Payroll Liability Accounts – PAYG Withholding, Superannuation Payable, Employee Deductions and Salary Sacrifice, etc for the current period.	
26. Prepare Superannuation remittance (Monthly or Quarterly – as applicable)	

27. Reconcile any intercompany loan accounts		
28. Reconcile Undeposited Funds (Cash Clearing) account		
29. Review and print BAS Reports for reporting period in accordance with BAS Procedures Checklist in preparation for lodgement (or external review)		
30. Enter BAS Clearing Journal		
31. Check inventory account agrees to external stock system (if applicable)		
32. Prepare & enter balancing journal when accounts are finalised by accountant (periodically)		
33. Check for and identify any opening balance issues (from previously balanced periods)		
34. Review Profit & Loss allocations (also by class if applicable)		
35. Set Closing Date for period just completed		
 36. Review and print key management reports suite ready for review by owner Budget versus Actual Balance Sheet showing \$ change Cashflow Profit & Loss (with %'s) Graphs KPI's / Company / Customer Centre Dashboards Other 		
37. Backup & Verify Data		
38. Rebuild Data	•	
39. Follow up Questions for Accountant / Business Owner for the current period (Also review for any prior period unresolved Questions)		
40. Any other actions taken by the Bookkeeper to complete the months work	٥	

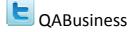
For more information on how we may be able to assist you in developing systems that assist you in your business then please do not hesitate to contact us.

QA Business Pty Ltd (ABN 37 001 875 065) PO Box 900 ALSTONVILLE NSW 2477 T. 1300 289 846 (1300 BUY TIME) F. 02 6628 1518 E. info@qabusiness.com.au W. www.qabusiness.com.au



'To help our clients (and members) become the most **efficiently** run businesses in the country, by taking advantage of technology and implementing **simple** and **effective** business systems.'Buy Time®





 $Our\ Ref:\ S: \ \ \ Checklist-Generic.doc$