

Monthly bookkeeping checklist

What has to be true before the month is closed. Tick it, date it, sign it; the Excel version tracks 12 months on one sheet.

Client _____ Prepared by _____
Month ending _____ Reviewed by _____

WHEN	TASK	DONE	DATE / INITIALS
Weekly	Bank feeds reconciled; unmatched transactions coded or queried		
Weekly	Sales invoices raised and sent; customer payments allocated		
Weekly	Supplier bills entered with taxable supply information attached (over \$200: supplier GST number required to claim)		
Weekly	Overdue debtors chased per the AR ageing report		
Weekly	Payroll run; payday filing sent to Inland Revenue within 2 working days of payday		
Monthly	Bank, credit card and loan accounts reconciled to statements; difference zero (use the reconciliation template in this library)		
Monthly	Petty cash counted and reconciled (petty cash register in this library)		
Monthly	Accounts receivable and payable ageing reviewed; disputed items flagged		
Monthly	PAYE and KiwiSaver paid by the 20th (or 5th and 20th for large employers)		
Monthly	Fixed asset additions and disposals recorded; assets under \$1,000 expensed		
Monthly	Prepayments, accruals and loan interest journals posted		
Monthly	Intercompany and owner drawings accounts reconciled		
Monthly	Profit and loss and balance sheet reviewed for anything that looks wrong; questions sent to the client		
Monthly	Cash flow forecast rolled forward (13-week forecast in this library)		
Monthly	Management report sent to the client by the agreed date		
GST period	GST return reconciled to the GST accounts; filed and paid by the 28th of the month after the period (7 May and 15 January exceptions)		
Quarterly	FBT return if registered (20 July, 20 October, 20 January, 31 May)		
Quarterly	Provisional tax instalment reminders sent (28 August, 15 January, 7 May for a March balance date)		
Annually	Year-end information request list issued; balance date adjustments; records archived for 7 years		

Month closed on: _____ Signed: _____ Issues carried forward: _____
_____. Dates are Inland Revenue due dates for a 31 March balance date, checked 9 October 2026; a date on a weekend or public holiday moves to the next working day.