**ParishSOFT Accounting**

**MONTHLY CLOSING CHECKLIST**

□ All Bills Recorded & Clear out outstanding bills

* Review PSA Dashboard & ensure all Memorized Transactions processed
* Pay Short-term Disability, Medical, and Supplemental Life
* Post Payroll Expenses-mid month and month-end

□ Post All Deposits (Weekend / Online / weekly)

* Reconcile Family Suite Offerings or Church Office to PS Accounting

□ Credit Card Statement Reconciled / Paid

□ Post DLS (Archdiocese Deposit and Loan) Activity & CFL (Catholic Foundation of Louisville) Activity

* Interest paid / Deposits or Withdrawals posted / Contributions posted

□ Post all monthly recurring Journal Entries and Corrective JE’s

□ Reconcile Bank Statement(s) – General, Gaming, Imprest, Cafeteria, etc.

* Review / clear old outstanding items

□ Add Fixed Assets to Fixed Asset Module

□ Post Depreciation (Option: can be done annually)

□ Run a monthly G/L Report for the entire Parish / School and review for accuracy

□ Run a Statement of Financial Position (Balance Sheet) for the Parish / School and review all balances

* Understand reason for balances and resolve where needed
* Review Payroll, Special Collections, and other key Balance Sheet items

□ Run Project Reports and ensure Projects are correctly labelled on all transactions

□ Run a Statement of Activities (Income Statement) for all Parish transactions and review for accuracy

* Review income and expenses against budget and note/research large variances

□ Run Departmental Statements of Activities and G/L Reports for Staff to review

□ Remit Special Collections to the Archdiocese

□ Record Vacation, Personal, and Sick Time (update appropriate Time/Attendance Sheets)

□ Close the Month in the ParishSOFT system

□ Print and file all Month-End Reports

□ Provide all appropriate reports to Pastor for signature (Payroll, JE, any Invoices not yet approved)

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□ Print monthly reports for the Financial Advisory Council

* Statement of Activities & Financial Position, plus any other requested recaps or reports
* Create Explanation Page on items noted during balance sheet & income statement review

Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_