

A REPEATABLE WORKING TOOLKIT

Month-End Close Starter Kit

Build a monthly close that produces supported balances, clear financial reports, and a record of what still needs attention.

What you will receive

A working close calendar, document requests, reconciliation checks, financial review steps, issue tracker, completion sign-off, and monthly review agenda.

Review details	Your entry
Business	
Review period	
Prepared by	
Review date	

Use this as a repeatable working tool. Mark an item complete only when it has been reviewed and supported. Record the owner and due date for each open item. Mark genuinely inapplicable items N/A.

Set your close calendar

This calendar is illustrative. Adjust dates to your transaction volume, systems, reporting method, and document availability. It is not a promised Greenkey delivery schedule.

Timing	Suggested work	Owner / target
Before month-end	Request documents and confirm recurring entries.	
Days 1-3	Collect statements, closing records, invoices, and activity reports.	
Days 3-7	Record transactions and reconcile agreed accounts.	
Days 7-10	Review Balance Sheet and loans, then trailing P&L and General Ledger.	
By agreed date	Resolve material questions, approve reports, and document open items.	

Review details	Your entry
Business / entity	
Month being closed	
Document deadline	
Target report date	

One accountable close owner

Confirm who supplies documents, prepares the books, reviews the reports, approves corrections, and receives the final reporting package.

Request the right documents

Banking and financing

- ☐ Statements for bank, credit card, loan, and other agreed cash accounts.
- ☐ Details of new borrowing, repayments, principal, interest, and fees.
- ☐ Support for transfers, owner activity, and unusual deposits or withdrawals.

Revenue and expenses

- ☐ Sales, commission, closing, rent-roll, or management-fee records relevant to the business.
- ☐ Customer receipts, open invoices, refunds, and credits.
- ☐ Vendor invoices, receipts, statements, contracts, and unpaid bills.
- ☐ Approval and business purpose for material or unusual purchases.
- ☐ Schedules for prepayments, accruals, and fixed-asset activity where applicable.

Keep the request practical

Request only what applies to the agreed books and entities. Keep evidence in one organized location and record who is responsible for missing information.

Findings and follow-up

Finding or action	Owner	Due

Track missing information

Use this list throughout the close. A missing document should have an owner, a target date, and a note about its effect on the reporting.

Document or information	Requested from	Due	Received / effect

Resolve document gaps

- ☐ Confirm whether a gap blocks the close or can remain as a documented open item.
- ☐ Identify operational reports that need to agree with the books.
- ☐ Save the explanation and support for any approved estimate or adjustment.

Record and reconcile

Complete transaction recording

- ☐ Record activity through the agreed cutoff using your approved accounting method.
- ☐ Check duplicates, uncategorized items, and missing transactions.
- ☐ Record owner contributions, distributions, and intercompany activity separately.
- ☐ Separate debt principal, interest, and fees; update supporting loan balances.
- ☐ Post approved accruals, prepayments, or depreciation only where applicable.

Support the account balances

- ☐ Reconcile agreed bank and credit card accounts to statements.
- ☐ Tie relevant receivables, payables, deposits, and other subledgers to the General Ledger.
- ☐ Investigate stale, negative, or unsupported balances and reconciling items.
- ☐ Document transfers and adjustments with their business purpose and approval.

Completion means reviewed and supported

A checked box should mean the work is complete and the evidence is available, or an exception is explicitly documented and approved.

Review the Balance Sheet first

Start with what the business owns, owes, and has invested. Make sure balances are supported before interpreting monthly performance.

- ☐ Check cash and credit card balances against the reconciliations.
- ☐ Review loans against statements or lender schedules; investigate unexplained differences.
- ☐ Review receivable and payable aging and explain overdue or unusual balances.
- ☐ Confirm deposit, prepaid, accrual, and fixed-asset schedules where relevant.
- ☐ Review owner and intercompany balances for correct treatment and support.
- ☐ Identify stale, unexpected negative, or unsupported balances.

Balance Sheet findings

Finding or action	Owner	Due

Any material unresolved balance should have an owner and documented treatment before reports are released.

Review the trailing P&L and ledger

Pull a trailing Profit & Loss and the General Ledger. Look for balances that are out of line and expenses posted to the wrong category.

- ☐ Compare revenue, margins where applicable, and expenses across several months.
- ☐ Use budget or prior-year comparisons when available and relevant.
- ☐ Review the General Ledger for unusual entries, duplicates, and misclassified expenses.
- ☐ Explain material changes in revenue, expense categories, or profitability.
- ☐ Check cutoff and approved adjustments using the agreed accounting method.
- ☐ Confirm that the report labels, entities, and periods are correct.

Performance and category findings

Finding or action	Owner	Due

Keep one issue tracker

List the issue, its effect, and the next action. Update the status as support arrives or corrections are approved.

Issue / effect	Next action	Owner	Due	Status

Before releasing reports

- ☐ Resolve material errors and unsupported balances.
- ☐ Record the treatment of any remaining item and the reviewer approving it.
- ☐ Separate an accounting correction from a decision leadership needs to make.

Approve the close and review results

Completion step	Owner / date
Transactions recorded and agreed accounts reconciled	
Balance Sheet and loan support reviewed	
Trailing P&L and General Ledger reviewed	
Material issues resolved or approved as documented	
Reports approved and period access controlled as agreed	

Monthly review agenda

Discuss	Decision or follow-up
What changed in revenue, profit, and available cash?	
Which expense categories or account balances need attention?	
What does the cash outlook show?	
Which open items or commitments need an owner?	
What will we do before the next review?	

Prepared by: _____ Reviewed by: _____

Make the close work for your business

A dependable close gives you a clearer starting point for cash-flow analysis, management reporting, and planning. Start with the support that matches your current priorities.

Choose the support your business needs

Support level	What it adds
Clarity from \$750/month	Clean books, monthly reconciliations, a documented close, and reliable Profit & Loss and Balance Sheet reports.
Growth from \$1,500/month	Everything in Clarity, plus cash-flow reporting, budget comparisons, trends, agreed core KPIs, and a monthly insight review.
Vision from \$3,000/month	Everything in Growth, plus forecasts and scenarios, a custom KPI dashboard and scorecard, and executive reporting.

Starting prices. Your fee depends on transaction volume, accounts, entities, systems, reporting complexity, and the condition of your books. Cleanup and specific compliance filings require separately agreed scope.

Prepare for your discovery call

- ☐ Bring the latest Balance Sheet, trailing P&L, and a summary of open issues.
- ☐ Identify the systems, entities, accounts, and reporting deadlines involved.
- ☐ Explain which information or decision is hardest to get today.

Schedule a Discovery Call

Compare Clarity, Growth and Vision

Greenkey Accounting Services does not provide payroll services, income-tax preparation or filing, or legal or tax advice. Services and deliverables are defined in your engagement.