THE FINANCIAL CLARITY

CHECKLIST

A reusable monthly and quarterly guide for keeping your books accurate, your reporting useful and your business prepared.

BUILT TO BE USED	**Follow the recurring steps, note what needs attention and assign the next three priorities for your business.**

MONTHLY ROUTINES • QUARTERLY REVIEWS • CLEAR NEXT STEPS

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HOW TO USE THE CHECKLIST

Build a rhythm your business can follow.

This is not a test and there is no passing score. Use it as a recurring operating guide. Complete the items that apply, document exceptions and focus on the next practical improvement.

[ ]	START	Save a working copy where the appropriate team members can access it.
[ ]	MONTHLY	Complete the monthly items as part of the close and reporting process.
[ ]	QUARTERLY	Review the quarterly items and update the next-quarter priorities.
[ ]	AS NEEDED	Adapt industry-specific items to the business, accounts and reporting obligations.
[ ]	ALWAYS	Assign an owner and target date whenever an item needs attention.

IMPORTANT

A checked box should mean the task is complete, reviewed and supportable - not merely that someone usually handles it.

MONTHLY CLOSE RECORD

Month	Close completed	Reports reviewed	Open items / notes

SECTION 01

Monthly bookkeeping

Complete these steps every month before relying on the financial reports.

[ ]	MONTHLY	Reconcile every bank and credit-card account through the statement date.
[ ]	MONTHLY	Review uncategorized, duplicate and unusual transactions.
[ ]	MONTHLY	Confirm loan and liability balances and classify principal, interest and fees correctly.
[ ]	MONTHLY	Review accounts receivable and accounts payable aging.
[ ]	MONTHLY	Separate business, personal, owner and intercompany activity.
[ ]	MONTHLY	Attach or organize support for material transactions and journal entries.
[ ]	MONTHLY	Review Balance Sheet accounts for stale, negative or unexplained balances.
[ ]	AS NEEDED	Update the chart of accounts when the business changes - without creating duplicate categories.

KEEP IN MIND

Do not move forward just because the bank balance appears correct. Reconciliation, classification and support must agree.

Notes / follow-up

What needs attention?	Owner	Target date

SECTION 02

Month-end close

Use a consistent close sequence so reports are timely, reviewed and dependable.

[ ]	MONTHLY	Set a clear close date and reporting deadline.
[ ]	MONTHLY	Confirm all reconciliations and missing-document follow-ups are complete.
[ ]	MONTHLY	Post approved accruals, prepaids, depreciation and other adjusting entries.
[ ]	MONTHLY	Review the Profit & Loss and Balance Sheet before distribution.
[ ]	MONTHLY	Compare results with budget, prior month and prior year.
[ ]	MONTHLY	Explain material variances and unexpected balances.
[ ]	MONTHLY	Record open questions with an owner and due date.
[ ]	MONTHLY	Approve final reports and protect the completed period from unapproved changes.

KEEP IN MIND

A finished close produces stable numbers. The same report run later should not change without an authorized, documented adjustment.

Notes / follow-up

What needs attention?	Owner	Target date

SECTION 03

Cash-flow management

Use timing, not just profit, to understand whether the business can meet upcoming obligations.

[ ]	WEEKLY	Review available operating cash and expected deposits.
[ ]	WEEKLY	Monitor overdue receivables and collection commitments.
[ ]	WEEKLY	Identify payroll, vendor, debt and regulatory payments coming due.
[ ]	MONTHLY	Update a rolling 13-week cash-flow forecast.
[ ]	MONTHLY	Compare actual cash activity with the forecast and adjust assumptions.
[ ]	MONTHLY	Review large purchases and owner distributions against future needs.
[ ]	QUARTERLY	Confirm the operating-reserve target still fits the business.
[ ]	AS NEEDED	Define actions to take if projected cash falls below the minimum target.

KEEP IN MIND

Profit does not guarantee available cash. Watch the lowest projected cash point and the timing of commitments.

Notes / follow-up

What needs attention?	Owner	Target date

SECTION 04

Reporting and decisions

Build a small reporting rhythm that helps leadership understand what changed and what action is needed.

[ ]	MONTHLY	Deliver a consistent core package: Profit & Loss, Balance Sheet and cash-flow information.
[ ]	MONTHLY	Track three to five KPIs that connect directly to business goals.
[ ]	MONTHLY	Review trends across several periods - not one month in isolation.
[ ]	MONTHLY	Analyze performance by property, branch, team, entity or service line when useful.
[ ]	MONTHLY	Investigate material variances and document the business explanation.
[ ]	MONTHLY	End the review with decisions, owners and deadlines.
[ ]	QUARTERLY	Confirm KPI definitions, targets and data sources remain appropriate.
[ ]	QUARTERLY	Update budgets and forecasts using current information.

KEEP IN MIND

A useful report does more than state a number. It provides context and makes the next decision easier to see.

Notes / follow-up

What needs attention?	Owner	Target date

SECTION 05

Documentation and readiness

Keep records organized so routine questions do not become emergency searches.

[ ]	ONGOING	Use consistent folders and file names by month, account, property or entity.
[ ]	ONGOING	Retain statements, reconciliations, invoices, reports and journal-entry support.
[ ]	MONTHLY	Maintain supporting schedules for escrow, trust, deposits, loans and other material balances.
[ ]	MONTHLY	Confirm detailed systems or subledgers agree with the general ledger.
[ ]	QUARTERLY	Review accounting-system users and access levels.
[ ]	QUARTERLY	Review licensing, filing and reporting deadlines in one calendar.
[ ]	QUARTERLY	Confirm preparation, review and approval responsibilities are clear.
[ ]	ANNUALLY	Test backup, recovery and document-retention procedures.

KEEP IN MIND

For mortgage, real estate and property-management businesses, add the industry schedules and deadlines that apply to the organization.

Notes / follow-up

What needs attention?	Owner	Target date

QUARTERLY REVIEW

Choose the next three priorities.

Review what was completed, what remains unresolved and what changed in the business. Then select three improvements that will most strengthen accuracy, cash visibility, reporting or readiness during the next quarter.

Priority	Action to complete	Owner	Target date	Done

QUARTERLY CONVERSATION

[ ]	REVIEW	What changed in revenue, expenses, margins and cash?
[ ]	REVIEW	Which reports or balances required repeated explanation?
[ ]	REVIEW	Which deadlines, documents or approvals created avoidable pressure?
[ ]	DECIDE	What should the business stop, start or standardize next quarter?
[ ]	ASSIGN	Who owns each action, and when will progress be reviewed?

NEED SUPPORT?

Greenkey can help strengthen the bookkeeping foundation, monthly close, reporting process and practical next priorities for your business.

Schedule a discovery call: calendly.com/info-greenkeyaccounting

Greenkey provides bookkeeping, reporting and compliance-aware support. Tax preparation, legal advice and tax advice are not provided.