Seventh-day Adventist® Church

TEXAS CONFERENCE

TREASURY

MONTH-END CLOSING TASKS

	Tasks for Month: _____	Due Date	Account
☐	Verify that all deposits have been entered		
☐	Import AdventistGiving deposits (15th & End of month)		
☐	Send remittance to the Conference		
	Verify that all checks have been entered		
☐	Mortgage/Rent		
☐	Utilities - Electricity		
☐	Utilities - Water/Sewer		
☐	Utilities - Garbage		
☐	Utilities - Telephone/Internet		
☐	Janitorial / Custodial		
☐	Lawn/Grounds Care		
☐	Pest Control		
☐	Alarm		
☐	School Financial Aid		
☐	Local payroll		
☐	Insurance		
☐	Sabbath School Quarterlies		
☐	Reimbursements		
☐	Verify that all electronic payments have been entered		
☐	Verify that all bank fees have been entered		
☐	Void checks, if necessary		
☐	Make budget allocations		
☐	Reconcile Checking account		
☐	Reconcile Revolving Fund/Savings account		
☐	Make a backup before printing the reports		
☐	Print the monthly reports		
	Year-end		
☐	Prepare budget for next year		
☐	Prepare the 1099 report (remember the W-9s)		
☐	Clear sub-accounts		
☐	Print receipts		
	Other		
☐			
☐			
☐			
☐			