

Church Month-End Close Checklist

A year-at-a-glance tracker and detailed checklist to close the church books every month.

Use the tracker below to check off each step every month. A consistent close keeps the books current and makes year-end far easier.

Church _____

Fiscal year _____

Year-at-a-Glance Close Tracker												
Step	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Enter all income	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enter all expenses & reimbursements	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Reconcile bank account(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Reconcile credit card / other accounts	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Review fund balances	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fix uncategorized / unclear entries	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Run & review monthly reports	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Share reports with leadership	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Closed by (initials)												

This Month's Close — Detailed Checklist		
Task	Done by	Date
☐ All offerings, online gifts, and other income entered and coded to the right fund		
☐ All bills, checks, card purchases, and reimbursements entered with receipts		
☐ Bank account reconciled to the statement (difference is \$0)		
☐ Credit card or other payment accounts reconciled		
☐ Fund balances reviewed — no negative or unexpected balances		
☐ Uncategorized or "miscellaneous" entries reviewed and corrected		
☐ Income and expense, budget vs. actual, and fund balance reports reviewed		
☐ Short notes written on anything unusual, and reports shared		

Common month-end mistakes

- **Waiting too long.** Closing within two weeks of month-end keeps problems small.
- **Relying on one person.** Have someone else review reconciliations and reports.
- **Skipping reconciliation** because “the balance looks about right.”
- **Overusing “miscellaneous.”** If you can't tell what something was, leaders can't either.
- **Changing closed months.** Once reports are shared, make corrections in the current month and note why.

A cleaner close every month

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Enter income and expenses, reconcile, and run monthly reports from one simple program. Desktop and Online versions available.

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