
MILLENNIAL M&C CO.

The Nonprofit Month-End Close Checklist

A practical monthly checklist to help nonprofit leaders improve financial accuracy, grant tracking, and board reporting.

Use this checklist to organize your close, spot issues early, and create a cleaner reporting package for leadership and the board.

Banking and Cash

- Reconcile all bank accounts.
- Reconcile all credit-card accounts.
- Confirm outstanding checks.
- Review deposits in transit.
- Investigate duplicate transactions.

Revenue and Grants

- Confirm grant deposits.
- Review grant restrictions.
- Review pledges and receivables.
- Confirm earned revenue.
- Identify deferred or conditional revenue.

Expenses and Payables

- Review unpaid bills.
- Confirm vendor documentation.
- Review reimbursements.
- Review recurring charges.
- Identify personal or unsupported expenses.

Payroll and Liabilities

- Review payroll entries.
- Confirm tax liabilities.
- Review benefit liabilities.
- Confirm garnishments and deductions.
- Review payroll clearing accounts.

Financial Reporting

- Review the Statement of Activities.
- Review the Statement of Financial Position.
- Compare actual activity with budget.
- Review restricted and unrestricted balances.
- Investigate unusual balances.

Documentation and Controls

- Upload receipts and invoices.
- Document unusual transactions.
- Review approval requirements.
- Confirm W-9 collection.
- Store grant agreements.

Final Review

- Review uncategorized transactions.
- Review suspense accounts.
- Confirm reconciliations.
- Record adjusting entries.
- Save the monthly reporting package.

A reliable month-end close is more than a checklist. It gives your organization a clearer view of cash, grants, obligations, and the decisions ahead.

Need help completing your monthly close?

If reconciliations are behind or grant balances are difficult to track, Millennial M&C Co. can help you build a practical financial process that supports your mission.

[Schedule a nonprofit financial-process review.](#)