
NON-PROFIT BOOKKEEPING CHECKLIST

Items Done on a Daily Basis (If Possible)

- ☐ **Check bank account balances, review projected cash flow**
- ☐ **Deposit and donations received to your bank account and write donor acknowledgements to send to donors – update donor list**
- ☐ **Check any online accounts for updated donations (pay-pal, First Giving, etc).**

Items Done on a Weekly Basis

- ☐ **Process and review payroll (this may be on a bi-weekly, semi-monthly or monthly schedule as well)**
- ☐ **Review unpaid bills, pay vendors and sign checks**
- ☐ **Record transactions in your accounting software, document and file receipts, invoices and deposits**
- ☐ **Send any Accounts/Pledges Receivable invoices to donors or members needed**

Items Done on a Monthly Basis

- ☐ **Reconcile all bank and credit card accounts**
- ☐ **Review any past due Receivables (such as memberships or pledges) and send reminders**
- ☐ **Process and review payroll, approve and send tax payments**
- ☐ **Review Statement of Income and Expenses and Budget to Actual**
- ☐ **Review Statement of Financial Position**
- ☐ **Create board reports as necessary**
- ☐ **Review any grant reporting and or draw-downs that need to be completed**

Items Done on a Quarterly Basis

- ☐ **Review quarterly payroll reports and make quarterly payments**
- ☐ **Review Quarterly Statement of Income and Expenses and compare to budget**

Items Done on an Annual Basis

- ☐ **Annually process W-2 and 1099 forms no later than February 28th.**
- ☐ **Prepare annual budget for approval by Board**
- ☐ **Prepare annual 990 (due date varies based on Fiscal Year end date)**
- ☐ **Prepare and file any annual reports required by your state (example - biennial reports, gaming reports, etc.)**

Need additional help? Ask us anytime!

www.bookkeepingfornonprofits.com

Please remember all organizations are different. You can tailor this checklist to what works best for you based on time, staff, segregation of duties, and your organization's bookkeeping transactions.