

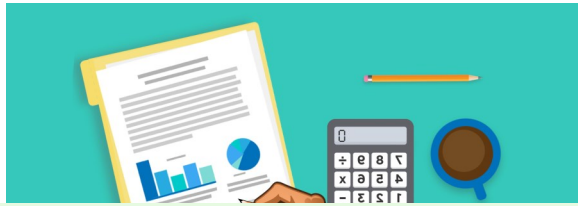


Monthly / Quarterly Financial Checklist



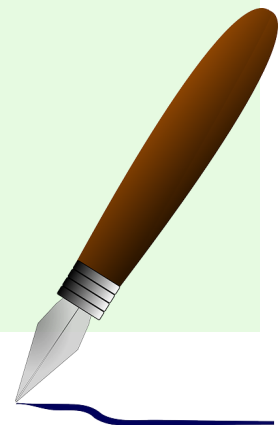
Throughout the year, many financial transactions go through a company's various bank and credit card accounts. All these transactions represent vendor payments, payroll, operating expenses, and many more. They should be recorded in a company's accounting books using software like Quickbooks. It is crucial that a company keep track of all these transactions and review them regularly. This checklist can assist you in handling these tasks.

The enclosed checklist is not an all-encompassing monthly or quarterly list but rather an overview of common financial activities. It is intended to be used as a guide, and the steps in this list should be modified to meet your organization's needs. In addition, due to some of these activities' complexity and legal requirements, employers are encouraged to seek legal counsel or talk to an accountant to address those specific issues and concerns.



Bookkeeping

- Bank statements reconciliation
- Credit card statements reconciliation
- Payroll data entry
- Vendor/supplier bills and payments, aka Account Payables (AP)
- Customer invoices and payments, aka Account Receivables (AR)
- Revenue recognition
- Customer deposits and liabilities
- Record expenses to the proper Chart of Accounts (COA)
- GAAP compliance
- Check for negative numbers in both financial statements
- Month end closing





Accounting

- Government (federal, state, and local) remittances
- GAAP compliance
- Review financial statements (especially negative numbers)
- Review materiality, and AP & AR aging
- Calculate Cash Flow
- Review Chart of Account (COA)
- Review suppliers' and customers' information
- Review internal controls (financial access and computer security)
- Check in with your CPA



Finance

- Review Profit & Loss
- Review Balance Sheet
- Perform financial ratio analyses
- Perform comparison analyses
- Perform various risk analyses
- Perform business metric analyses
- Review actual vs. budget
- Perform a 12-month trailing analysis
- Perform a year-over-year analysis
- Discuss departmental financials with each department head
- Prepare investors' reports if any
- Review various covenants



About sFoundation

sFoundation provides expert-touch fractional CFO and bookkeeping services. We help you with your day-to-day finance and accounting department functions. We also offer coaching and mentoring of your internal staff so you can eventually promote them to CFO or controller.

We help customers solve their finance and accounting problems with three functions: bookkeeping, finance, and accounting. Each part has its unique methodical approach to solving and tackling various issues.



By partnering with sFoundation, you get the following:

- ✔ A fractional CFO and a team of bookkeeping specialists
- ✔ Quality CFO services customized for your business needs
- ✔ Complete and efficient bookkeeping, finance, and accounting infrastructure that scales with your business
- ✔ A finance and accounting team to help you maximize your profit, reduce your costs, and minimize your risks
- ✔ The ability to coach and mentor your internal finance personnel

If you want to scale your business and minimize financial risks, please [contact us](#) or visit us at sFoundation.io to learn more.

