

Quarterly Review Template

Due Date	Task	Done
	1) Review bank accounts to ensure that they are properly reconciled	
	2) Review credit cards to ensure that they are properly reconciled	
	3) Check the bank accounts in the accounting system to see if there are old items that should be voided	
	4) Prepare payroll reconciliation if necessary	
	5) Review payroll to see if entries are correct	
	6) Check P&L accounts for items that may need to be capitalized	
	7) Check balance sheet for new fixed assets that need to be depreciated	
	8) Check that the loan payments on the balance sheet are being handled properly	
	9) Check the P&L for non-deductible items	
	10) Review P&L accounts to prior year to see if there are any large differences	
	11) Review accounts payable and accounts receivables for any overly old items	

NOTES:

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