

Principals End of Month Checklist

Items	Done	Notes
Bank Reconciliation-Final		
Does it balance back to the Trial Balance		
Are all Adjustments dated with an explanation		
No Adjustments should still be carried over from Previous End of Month		
Outstanding Deposits- Have you sighted Daily Banking Sheets that make up this sum		
Deposits Banked not Posted- Have you sighted report that makes up this sum		
Sign and Date Final End of Month Bank Reconciliation		
Is a copy of the Bank Statement attached		
Internal Accounts		
Check the Trial Balance for Internal Accounts that have funds		
If Internal Accounts have funds have they been reconciled for the month (Separate Folder)		
Backups		
Have you been given the End of Month Audit Backup (Have you checked files exist)		
Is this kept offsite?		
Management Reports		
Printouts to check...		
Print Rent Review Report without dates to ensure that all Tenants have a review date		
Print Inspection Report without dates to ensure that all Tenants have an inspection date		
Print Property Vacancy Report - Should any of these Properties be archived?		
Print Vacated Tenants List - Should any of these Tenants be archived?		
Print Consolidated Management Report (Print this for the current financial year) Reports/Management/Consolidated Management Report		
Print Consolidated Management Reports for each individual Property Manager		

For the month of:	Principal's Signature:
Date:	

02/02/2016 10:47 am AEDT