Checklist for Accounting Duties & Functions (Fiscal Year July through June)

WEEKLY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Review Work-in Progress folder every Monday												
Prepare invoices for approval												
Prepare checks for approval invoices/expenditures (set day of week)												
Prepare Payroll (could also be semi-monthly)												
Deposit/Wire Federal payroll taxes												
Backup computer files with off-site computer												
MONTHLY												
Complete Bank reconciliation's by 10th of month and review stale checks (still outstanding one month or more after issue)												
File returned checks and voids sequentially with previously returned checks												
Prepare and enter Adjusting Journal Entries (use standard AJE form)												
Prepare prior month financial statements by 15th of month												
Review Parish Financial Calendar & refer to Financial Manual												
Deposit payroll taxes												
Send 403-B report & payment to Diocese by 5th of month												
Update Employee vacation/sick time records												
Pay Diocesan billings by 10th of month												
Pay Subsidy to Elementary School												
Pay Loan												
Submit Designated Collection to Diocese within three weeks												

QUARTERLY/CALENDER YEAR END TAX REPORTING

Payroll Reports/Payments:	SEP	DEC	JAN	MAR	JUN
Federal 941					
State					
January - Issue W-2s and 1099-MISC IRS Forms by 1/31					
Issue contribution summaries to contributors					

Notes: **1) Enter a checkmark or the date upon completion of specific task in the appropriate box.**