

CHURCH'S MONTHLY CLOSING SCHEDULE CHECK LIST

SDA CHURCH FOR MONTH ENDING _____

NB: Have several copies of this sheet; check off each procedure when done.

For Emphasis, do a backups at points – before you close a batch, before you close a month, before you close the year and when you are finishing working for the day.

Put a check () mark under at **STATUS** when the activity is completed or N/A, if id not applicable.

	PROCEDURE	STATUS
1	Count and deposit your in-service weekly offerings to the bank promptly.	
2	Record your weekly donations in your accounting software (one batch for each bank deposit.	
3	Download and enter all Adventist Giving – could be 2 batches per month. Record the reports in the same month the funds were donated.	
4	Reverse any returned donor check(s) that have not been made good.	
5	Backup your entire data folder to a REMOVABLE device before you close the month.	
6	Close THE donation month after you have recorded all tithe envelopes, Adventist Giving and all other donations. Send the remittance report and payments promptly to the conference.	
7	Post all checks you issued during the month.	
8	Post all electronic payments, transfers, withdrawals, etc. you made during the month	
9	Post all adjustments or bank charges, etc. you made during the month.	
10	Post all bank interest you received during the month, including the Revolving Fund.	
11	Fund your departments, where appropriate.	
12	Backup your entire data folder to a REMOVABLE drive before you close the month.	
13	Close the ledger month. Once the ledger is closed, you can generate financial statements. Use only current financial statements for your church board and business meetings.	
14	Reconcile all bank accounts.	
	<u>NB: When you have completed items 1 to 13, move to the next month. You do not have do bank reconciliations before you close the month but you should do them promptly.</u>	

Greater New York Conference (GNYC) web address: gnyc.org

After logging in to the website, go to items 1, 2 and 3 below to download information for church treasurers.

1. Click on Administration
2. Click on Treasury
3. Scroll down and click on Audit Service to download available files in English or Spanish

North American Division Stewardship Department: <https://www.nadadventist.org/departments/stewardship>

Local Church and school Accounting Manual: [https://www.nadadventist.org/sites/default/files/inline-files/NAD Local Church and School Accounting Manual 0.pdf](https://www.nadadventist.org/sites/default/files/inline-files/NAD%20Local%20Church%20and%20School%20Accounting%20Manual%200.pdf)

(Monthly Closing Schedule was adapted from the Poughkeepsie SDA Church)