

Monthly Reporting Checklist/Transmittal Form

Jeb Williamson CPA LLC

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Please have your information to us by the 10th of each month (i.e. Dec info by Jan 10th)

Company: _____ **Month Ended:** _____

Please Note: not all items below are applicable to each client

- ___ Check stubs included indicating payee, date, amount, description
- or
- ___ All checking activity entered into ACS or QBO (checks, debit transactions, ACH transactions, deposits)
- ___ Bank statements (can disregard if you have given our firm electronic banking access to these)
 - ___ a. Checking
 - ___ b. Savings
 - ___ c. Credit card
- ___ Merchant (credit cards received) account statement (monthly)
- ___ Any loans taken out or paid off? Provide details below and attach loan statements.
- ___ Daily Cash Reports OR Sales forms completed (weekly)
- ___ Petty cash expenses paid (attach details and ending balance if unspent)
- ___ Owner expense reports paid (for mileage, etc.)
- ___ Inventory balance at month's end \$_____
- ___ Accounts receivable balance at month's end (if on accrual basis) \$_____
- ___ Listing of outstanding bills to include in Accounts Payable (if on accrual basis)
- ___ Any deposits other than sales? Provide details below.
- ___ Any income not deposited to bank? Provide details below.
- ___ Any optional items purchased (equipment, computers, vehicles, improvements)? Provide details below.
- ___ Any sale or disposal of Fixed Assets (equipment, vehicles, etc)?
- ___ Any government correspondence received (Internal Revenue Service, State, etc.)?
- ___ Copy of Form W-9 for any new independent contractors used
- ___ Payroll New Hire & Information Update Form for any new or updated employees

Comments on above or anything else we should know about:

Please send this completed checklist back to our firm with your monthly work.