Sample monthly checklist

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| **Key Area** | **Action** | **Done** |
| **Accounting** | Accounting records up to date and reconciled (electronic and hard copies) |  |
| Supporting documents are filed and complete |  |
| Significant major over/underspends have been noted and addressed (e.g. the funder has been alerted; recoding has taken place) |  |
| Expenses are coded appropriately |  |
| Cash flow requirements for the upcoming months will be met |  |
| All foreign exchange issues have been addressed |  |
| Any extensions to funding period have been requested |  |
| Overheads have been appropriately charged for that month |  |
| All timesheets have been entered into the system |  |
| **Reporting** | Deadlines for narrative and financial reports have been stored in the appropriate place |  |
| Reports run to check upcoming deadlines |  |
| Financial figures match the narrative progress reports |  |
| Internal updates/reports have been produced and circulated |  |
| Any necessary requests for disbursement have been submitted to the funder |  |
| **Internal Control** | All other records up to date (e.g. vehicle logs, asset register etc.) |  |
| All project assets listed on the assets register are accounted for |  |
| The fund folder is up to date (e.g. minutes of meetings, important emails from the funder etc.) |  |
| All staff advances have been promptly retired with adequate supporting documentation, advance accounts have been reconciled and any outstanding amounts are within policy |  |
| All the relevant expenditure reports are back from partners |  |
| An internal ‘audit’ was conducted to verify good fund management is being followed (i.e. records are up to date and appropriately filed, all supporting documentation is in place) |  |
| A partner check was conducted to ensure they are complying with conditions of the sub-grant |  |
| **Conservation achievements** | Reporting against conservation objectives is up to date |  |