

Month-End Sign-Off Sheet

Month: _____ Year: _____

- ☐ Bank Reconciliation
- ☐ Credit Card Reconciliation
- ☐ Accounts Receivable Aging
- ☐ Accounts Payable Aging
- ☐ Income Statement
- ☐ Balance Sheet
- ☐ General Ledger Detail
- ☐ Sales Tax Report
- ☐ GST/HST Cross-Check Completed
- ☐ Payroll Spreadsheet Updated

Notes / Comments: _____

Owner Name: _____

Signature: _____

Date: _____