



Tasks for Month: _____	Due Date	Account
<input type="checkbox"/> Verify that all deposits have been entered		
<input type="checkbox"/> Import AdventistGiving deposits (15 th & End of month)		
<input type="checkbox"/> Send remittance to the Conference		
Verify that all checks have been entered		
<input type="checkbox"/> Mortgage/Rent		
<input type="checkbox"/> Utilities - Electricity		
<input type="checkbox"/> Utilities - Water/Sewer		
<input type="checkbox"/> Utilities - Garbage		
<input type="checkbox"/> Utilities - Telephone/Internet		
<input type="checkbox"/> Janitorial / Custodial		
<input type="checkbox"/> Lawn/Grounds Care		
<input type="checkbox"/> Pest Control		
<input type="checkbox"/> Alarm		
<input type="checkbox"/> School Financial Aid		
<input type="checkbox"/> Local payroll		
<input type="checkbox"/> Insurance		
<input type="checkbox"/> Sabbath School Quarterlies		
<input type="checkbox"/> Reimbursements		
<input type="checkbox"/> Verify that all electronic payments have been entered		
<input type="checkbox"/> Verify that all bank fees have been entered		
<input type="checkbox"/> Void checks, if necessary		
<input type="checkbox"/> Make budget allocations		
<input type="checkbox"/> Reconcile Checking account		
<input type="checkbox"/> Reconcile Revolving Fund/Savings account		
<input type="checkbox"/> Make a backup before printing the reports		
<input type="checkbox"/> Print the monthly reports		
Year-end		
<input type="checkbox"/> Prepare budget for next year		
<input type="checkbox"/> Prepare the 1099 report (remember the W-9s)		
<input type="checkbox"/> Clear sub-accounts		
<input type="checkbox"/> Print receipts		
Other		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		