

CHURCH'S MONTHLY CLOSING SCHEDULE

FOR THE MONTH ENDING _____

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

For Emphasis, do backups at at least at the following 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.

A check mark mark means the activity is completed. No check mark means “Not Applicable”.

ITEM	PROCEDURE	STATUS
1	Count and deposit the week's offering to the bank by the first business day following the Sabbath the offerubg was taken.	
2	Record your weekly tithe envelopes in your accounting software (one batch for each week).	
3	Download and enter all Adventist Giving – could be 2 batches per month. Record in the same month the funds were received.	
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 donation month after you have recorded all tithe envelopes and Adventist Giving and all other donations. Send the remittance report and check promptly to the conference.	
7	Post all checks issued during the month.	
8	Post all electronic payments, transfers, withdrawals, etc.	
9	Post all adjustments or bank charges.	
10	Post all bank interest received 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: <http://www.gnyc.org/>

After signing in to the GNYC 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

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