# APPENDIX D

## Checklist for Accounting Duties & Functions (Fiscal Year July through June)

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **WEEKLY** | | | | | | | | | | | | |
| 1. Review Work-in Progress folder every Monday | | | | | | | | | | | | |
| 2. Prepare invoices for approval | | | | | | | | | | | | |
| 3. Prepare checks for approval invoices/expenditures (set day of week) | | | | | | | | | | | | |
| 4. Prepare Payroll (could also be semi-monthly) | | | | | | | | | | | | |
| 5. Deposit/Wire Federal payroll taxes | | | | | | | | | | | | |
| 6. Backup computer files with off-site computer | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **MONTHLY** | | | | | | | | | | | | |
| 1. Complete Bank reconciliation's by 10th of month and review stale checks (still outstanding one month or more after issue) | | | | | | | | | | | | |
| 2. File returned checks and voids sequentially with | | | | | | | | | | | | |
| 3. Prepare and enter Adjusting Journal Entries (use standard AJE | | | | | | | | | | | | |
| 4. Prepare prior month financial statements by 15th of month | | | | | | | | | | | | |
| 5. Review Parish Financial Calendar & refer to Financial Manual | | | | | | | | | | | | |
| 6. Deposit payroll taxes | | | | | | | | | | | | |
| 7. Lay retirement contributions must be uploaded & paid to Mutual of America no later than 15 days following payroll date, per IRS | | | | | | | | | | | | |
| 8. Update Employee vacation/sick time records | | | | | | | | | | | | |
| 9. Pay Diocesan billings by 10th of month | | | | | | | | | | | | |
| 10. Pay Subsidy to Elementary School | | | | | | | | | | | | |
| 11. Pay Loan | | | | | | | | | | | | |
| 12. Submit Designated Collection to Diocese within three weeks | | | | | | | | | | | | |

**QUARTERLY/CALENDER YEAR END TAX REPORTING**

| | SEP | DEC | JAN | JUN | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Payroll Reports/Payments:** | | | | | | | | | | | | |
| 1. Federal 941 | | | | | | | | | | | | |
| 2. State | | | | | | | | | | | | |
| January - Issue W-2s and 1099-MISC IRS Forms by 1/31 | | | | | | | | | | | | |
| Issue contribution summaries to contributors | | | | | | | | | | | | |

**Note: Enter a checkmark or the date upon completion of specific task in the appropriate box.**