



A repeatable month-end routine is the difference between numbers you trust and numbers you hope are right. Work top to bottom.

1. Bank and cash

- Reconcile every bank account to the statement
- Reconcile cash, card, and online payment accounts

2. Receivables and payables

- Post all sales invoices and customer receipts
- Post all supplier bills and payments
- Review aged receivables and chase overdue accounts

3. Adjustments

- Accruals for costs incurred but not yet invoiced
- Prepayments for costs paid in advance
- Depreciation for the month
- Inventory count or movement posted (if applicable)

4. Review and report

- Compare profit and loss to budget and prior month
- Investigate and explain significant variances
- Update the rolling cash flow forecast
- Issue the management pack and lock the period

We can set up this close routine for your business and run it with you each month.