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

## WEEKLY
- Review Work-in-Process folder every Monday
- Prepare invoices for approval
- Prepare checks for approved invoices/expenditures (set day of week)
- Prepare Payroll (could also be bi-weekly, monthly, etc.)
- Deposit/Wire Federal payroll taxes
- Backup computer files with off-site copy

## MONTHLY
- Complete Bank reconciliation's by 10th of month and review stale checks (still outstanding one month or more after issue)
- File returned checks and voids sequentially with previously returned checks
- Prepare and enter Adjusting Journal Entries (use standard AJE form)
- Prepare prior month financial statements by 15th of month
- Deposit State payroll taxes
- Send 401(k) report & payment to Diocese by 5th of month (Watch for three pay period months if pay every two weeks)
- Submit Pennsylvania New Hire Report for new employees - within 20 days
- Update Employee vacation/sick time records
- Pay BC/BS by _____ of month
- Pay Diocesan Assessments by 25th of month
- Pay Subsidy to Elementary School
- Pay Subsidy to Secondary School
- Pay Loan
- Submit Designated Collection to Diocese within three weeks

## QUARTERLY/CALENDAR YEAR END TAX REPORTING
- Payroll Reports/Payments:
  - Federal 941
  - State
  - Local and OPT
  - UC-2, PA Unemployment Compensation (Generally schools only)
- January - Issue W-2s and 1099-MISC IRS Forms by 1/31
- Issue contribution summaries to contributors

### Year End Reporting

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<thead>
<tr>
<th>SEP</th>
<th>DEC</th>
<th>JANUARY</th>
<th>MAR</th>
<th>JUN</th>
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### Notes:
1. Enter a checkmark or the date upon completion of specific tasks in the appropriate box.

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CKLIST.xls