



END OF THE MONTH FINANCE CHECKLIST

Client Name: _____ Month: _____

(All of the following items listed should be presented in individual folders that have been provided to you for your end of month finances)

Forms:	Included:	Not Included:
Client Checking Ledger (Any Receipts)		
Client Checking Bank Statement		
Client Checking Full Month Transaction History		
Client Checking Checkbook Balancing Form		
Client Savings Ledger (Any Receipts)		
Client Savings Bank Statement		
Client Savings Full Month Transaction History		
Client Savings Checkbook Balancing Form		
Client EBT Ledger (Any Receipts)		
Client EBT Full Month Transaction History		
Paystubs		

All of this month paperwork per client is to be turned in at the monthly lead meeting at the Woodbury Office. Please deliver your paperwork to the Finance bookshelf in your basket.

Preparer Signature

Date Completed