ACCOUNTING CHECKLIST

Managing payroll, financial transactions, and capital projects with a blend of local and global staff in an international school setting creates complexity and added bookkeeping. The trained ISS accounting staff compiled these tips and recommendations to help your business office run smoothly.

Monthly

☐ Reconcile bank, credit card, and investment accounts

Accounts Receivable

☐ Invoice customers and send out customer statements
☐ Review past due A/R accounts

Fixed Assets

☐ Record current month’s depreciation
☐ Reconcile fixed assets worksheet with accounting system(s)

Accounts Payable

☐ Reconcile Credit Card Balances
☐ Record and review unpaid invoices
☐ Review projected cash flow
☐ Accrue expected expenses not currently recorded

Prepare Financial Reports

☐ Review Profit and Loss (P&L)
☐ Record revenue; Salary Expenses; Depreciation Expenses; Prepaid Expenses
☐ Review Balance Sheet:
  ☐ Prepare work papers for every Balance Sheet Account
  ☐ Reconcile Bank Statement to Financial Statements
  ☐ Record and review investment activities
☐ Review Cash Flow
  ☐ Is there enough cash to meet current and future financial obligations?
☐ Create Monthly Trend Report
☐ Review Year to Date P&L to Year to Date budget
Reduce the complexity of your international school's accounting and finance operations. Your school's business office works incredibly hard backstage to keep the school's finances running smoothly. As a school already balancing overseas staff and vendors, find support coordinating your international finances with the help of our trained accounting staff. **Contact us** to learn more about how we can help.