

27-Step Month-End Close Checklist

A controlled close sequence for founder-led CPG businesses.

Close control principles

A clean close starts with evidence. Do not plug variances, net unrelated balances, or post unsupported adjustments. Every exception needs an owner and a next step.

1 Lock the period and collect bank, card, loan, payroll, processor, inventory, and retailer support.

2 Confirm the ledger of record and the period being closed.

3 Reconcile every bank account to the statement.

4 Reconcile every credit card to the statement.

5 Reconcile cash clearing and payment processor balances.

6 Review deposits in transit and outstanding checks.

7 Tie accounts receivable to the subledger and investigate aged balances.

8 Tie accounts payable to the subledger and investigate unmatched bills.

9 Reconcile payroll liabilities to provider reports and filings.

1 Reconcile sales tax payable to filing support.
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1 Tie inventory units to warehouse, 3PL, and marketplace reports.
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1 Reconcile inventory value to the supported costing method.
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1 Review landed cost, freight, duties, and co-manufacturing accruals.
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1 Reconcile retailer deductions and trade spend support.
4

1 Review revenue gross-to-net by channel.
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1 Review marketplace fees, fulfillment, returns, and chargebacks.
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1 Review prepaid expenses and amortization schedules.
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1 Review fixed assets and depreciation support.
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9 | Reconcile debt balances and interest to lender statements. |
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0 | Review deferred revenue or customer deposits, if applicable. |
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1 | Review owner transactions and stage unsupported classifications for approval. |
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2 | Run prior-period comparison and explain material changes. |
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3 | Review gross margin by SKU and channel for unexpected movement. |
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4 | Review balance-sheet accounts for unsupported or stale balances. |
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5 | Attach source evidence to every adjustment and obtain approval before posting. |
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6 | Run final financial statements and tie them to the adjusted trial balance. |
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7 | Document open items, owners, deadlines, and reviewer sign-off. |
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