FIELDCREST ACCOUNTING

Contractor Month-End Close Quality Checklist

Use this worksheet with your accounting team to identify what supports the next decision and what still needs resolving.

Period: _____ Decision under review: _____

☐ **1. Balance sheet**

Support balances; explain reconciling items and pending adjustments.

☐ **2. Job costs and WIP**

Check missing inputs, job coding, commitments and remaining-cost estimates.

☐ **3. Billing and retainage**

Reconcile schedules; identify billing blockers and collection assumptions.

☐ **4. Cash commitments**

Compare expected receipts with payroll, suppliers, debt and confirmed obligations.

☐ **5. Significant variances**

Explain the change, supporting evidence and effect on the decision.

☐ **6. Exceptions and decision**

Assign an owner and due date; record proceed, conditional proceed or defer.

Open item: _____ Owner: _____

Due date: _____ Decision effect: _____

Decision: Proceed / Proceed with a condition / Defer Next review: _____

General process guidance. Adapt with your advisers to your business and reporting policies.