

**MDI
MONTHLY FINANCIAL SIGN OFF CHECKLIST**

MONTH ENDED:

Details	Disposal
Bank Reconciliations:-	
BOI - Current Account	<input type="checkbox"/>
BOI - Savings Account	<input type="checkbox"/>
BOI - YRW - NAHB	<input type="checkbox"/>
BOI - YRW - SHB	<input type="checkbox"/>
BOI - YRW - NEHB	<input type="checkbox"/>
BOI - YRW - MHB	<input type="checkbox"/>
BOI - YRW - WHB	<input type="checkbox"/>
BOI - Research Savings Account	<input type="checkbox"/>
BOI - Trust Fund Current Account	<input type="checkbox"/>
BOI - Trust Fund Savings Account	<input type="checkbox"/>
BOI - Deposit Link Account	<input type="checkbox"/>
Petty Cash Account	<input type="checkbox"/>
Salaries and Revenue Reports:-	
Core Monthly Payroll Summary	<input type="checkbox"/>
Careworker Monthly Payroll Summary	<input type="checkbox"/>
Core Weekly Payroll Summary	<input type="checkbox"/>
P30 Report Certification	<input type="checkbox"/>

**MDI
MONTHLY FINANCIAL SIGN OFF CHECKLIST**

MONTH ENDED:

Details	Disposal
YRW Expense Spreadsheets Cash on Hand	<input type="checkbox"/>
Camp Expense Spreadsheets Cash on Hand	<input type="checkbox"/>
Creditor Report for Supplier Payment Run	<input type="checkbox"/>
Account Transfer between MDI Accounts	<input type="checkbox"/>

Signed: _____

Signed: _____

Date: _____

Date: _____