

Month-end close checklist

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“ **Planned: not yet written.** Owner: Aaron Tushabe. Trigger: written from the first close of the October 2026 books in ERPNext (early November), alongside the 15 Nov VAT filing.

Will be adapted from GitLab's [Accounting and Reporting](#) pages (CC BY-SA 4.0).

What this page will cover:

- A calendar in working days: invoices and expenses entered, bank and mobile money reconciled, VAT working sent to the accountant, VAT filed by the 15th.
- A reconciliation table: account, who prepares it, and who reviews it (never the same person).
- Closing the period in ERPNext once everything is reconciled.
- A short monthly owners' review: cash, collection rate per site, URA filings on time, and spending against budget per site.
- "Update any Finance page this month changed."

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