

## Monthly Office Manager Checklist

	Yes	No	Explanation or Exceptions
All cash accounts have been reconciled and are in balance with the general ledger.			
I have reviewed the contracts in transit schedule and it appears proper. There are no contracts over ten days old.			
I have reviewed the vehicle receivables schedule and it appears proper. There are no vehicle receivables over 3 days old.			
All finance reserve accounts have been reconciled and the adjustments and chargebacks have been recorded.			
I have reviewed the parts and service accounts receivable and it appears proper. Attached is the detail of any items over 30 days old, with notes about the collection activity.			
I have reviewed the factory incentives schedule and it appears proper. Attached is a listing of any incentive over 30 days old, with notes about the collection activity.			
I have reviewed the warranty receivable schedule and it appears proper. Attached is a listing of any warranty receivables over 30 days old, with notes about the collection activity.			
The holdback schedule has been reviewed and is in balance.			
I have reviewed the new and used vehicle schedules and they appear proper. There are no smaller debits and credits which should be cleared from the schedule.			
The work in process and sublet accounts have been reviewed and appear proper.			
The floor plan statement has been reconciled to general ledger. The interest is properly accrued.			
Prepaid or accrued real estate taxes has been reviewed, adjusted, and the balance is correct.			
All prepaid expense accounts have been reviewed, adjusted, and appear proper.			
The fixed asset accounts have been reviewed. The asset additions are proper and the			

depreciation has been adjusted.			
The accrued payroll and accrued payroll tax accounts have been reviewed and the balances on the general ledger are correct. All payroll tax deposits have been made and the required returns have been submitted.			
All other accruals have been reviewed and are correct.			
I have made all required payments on lines of credit, notes payable, and lease payables. The general ledger balances have been agreed to amortization schedules or bank statements.			
I have reviewed the accounts payable schedule and it appears proper. The open parts account has been reconciled to the manufacturer statement.			
All intercompany accounts receivable and payables have been agreed with each related entity and are in balance.			
The general ledger balance for parts inventory for parts has been compared to the parts pad at the end of the month.			
The general journal has been reviewed.			
Any balance sheet accounts not specifically noted in this checklist has been reviewed and are reconciled.			
I have reviewed the balance sheet portion of the trial balance and feel that all accounts are accurate.			

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Office Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date