WEEKLY	JUL	AUG			NOV		IANI	EED	MAD	ADD	1.4437	
Review Work-in-Process folder every Monday	JOL	700	JEF	1001	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Prepare invoices for approval												
Prepare checks for approved invoices/expenditures (set day of week)								/		-		
Prepare Payroll (could also be bi-weekly, monthly, etc.)												
Deposit/Wire Federal payroll taxes												
Backup computer files with off-site copy												
MONTHLY												
MONTHLY												
Complete Bank reconciliation's by 10th of month and review stale checks (still outstanding one month or more after issue)												
File returned checks and voids sequentially with previously returned checks												
Prepare and enter Adjusting Journal Entries (use standard AJE form)												
Prepare prior month financial statements by 15th of month												
Review Parish Finance Calendar & refer to Financial Manual												
Deposit State payroll taxes												
Send 401(k) report & payment to Diocese by 5th of month												
(Watch for three pay period months if pay every two weeks)												
Submit Pennsylvania New Hire Report for new employees -within 20 days			F. 1									
Update Employee vacation/sick time records												
Pay BC/BS by of month												
Pay Diocesan Assessments by 25th of month												
Pay Subsidy to Elementary School Pay Subsidy to Secondary School												
Pay Loan												
Submit Designated Collection to Diocese within three weeks			- /									
Country Designated Collection to Diocese within timee weeks												
QUARTERLY/CALENDAR YEAR END TAX REPORTING			Year End	Donarti								
Payroll Reports/Payments:	SEP	DEC		UARY	MAR	JUN	Notes	· 1) En	ter a ch	ookma	rk or ti	an data
Federal 941	-		67114	O/ II T	Wirtin	0014	Notes		n com			
State									he appr			cilic ta
Local and OPT									ic appi	opriate	DUX.	
UC-2, PA Unemployment Compensation (Generally schools only)								8				
January - Issue W-2s and 1099-MISC IRS Forms by 1/31												
Issue contribution summaries to contributors									CKLIST	.xls		