



# Financial Workflow Guide

## Overview

A consistent financial workflow ensures your organization stays organized, accurate, and compliant. Even small nonprofits benefit from having a simple, repeatable process.

## Monthly Financial Workflow

### Week 1–2: Record & Organize

- Enter all income and expenses
- Categorize transactions correctly
- Attach receipts and documentation

### Week 2–3: Reconcile Accounts

- Reconcile bank and credit card accounts
- Identify and resolve discrepancies
- Confirm balances match statements

### Week 3–4: Review & Adjust

- Review general ledger
- Verify grant tracking
- Check for errors or mis

### End of Month: Reporting

- Generate financial reports
- Review for accuracy
- Share with leadership and/or board



### Ongoing Tasks

- Monitor cash flow



- Track grant spending
- Approve expenses
- Maintain documentation

## Internal Controls (Even with Small Teams)

- Separate duties when possible
- Require approval for expenses
- Review financial reports regularly
- Maintain transparency

## Common Workflow Issues

- Falling behind on data entry
- Skipping reconciliations
- Disorganized documentation
- Inconsistent reporting

## Pro Tip

Consistency is more important than complexity. A simple system done regularly is far more effective than a complex system used inconsistently.