

Quarterly Reporting Checklist

Make your quarterly reporting easier with a clear plan for the whole process.

Before, Under and After.



Before Quarter-End

- Plan meeting schedule
- Set deadlines with subsidiaries and relevant departments
- Review accounting principles and notes
- Check for IFRS/GAAP updates
- Prepare key pages and transfer prior period numbers
- Verify comparison numbers
- Draft Q report with key findings
- Align with marketing on messaging and graphics

Under Quarter-End

- ☐ Collect financial data from subsidiaries
- ☐ Check FX calculations
- ☐ Ensure intercompany transactions are balanced
- ☐ Have a third party verify numbers e.g. bookkeeper
- ☐ Analyze revenue and margins
- ☐ Finalize the report two weeks before the deadline for stakeholder review
- ☐ Create cover letter
- ☐ Prepare board presentation
- ☐ Review investor relations and external reporting needs
- ☐ Update forecasts and adjust strategy

After Reporting Deadline

- ☐ Review processes
- ☐ Evaluate communication and collaboration
- ☐ Document lessons learned
- ☐ Implement process improvements