

Monthly close checklist

A printable six-step close sequence for a private loan book.

Done	Step	Owner	Notes
☐	Reconcile interest earned vs. received per loan		
☐	Confirm investor interest & capital activity foots		
☐	Review fees/waivers/adjustments with reasons		
☐	Tie general ledger to trial balance		
☐	Freeze the period		
☐	Export CSV/XLSX from the frozen period		

Operational example, not legal, tax, accounting, or regulatory advice. Review against your loan documents before use.

Generated for LoanConsole — records servicing activity; never moves or holds funds.