BRIZ BOOKKEEPERS / ROOFING RESOURCES

# Roofing Job Closeout Checklist

Seven financial checks to see what the job earned and what you're still owed.

**Job / address**

**Review date**

- [ ] **01 Reconcile material invoices**

  Match supplier bills to the job and account for returns, credits, and transfers.

- [ ] **02 Verify subcontractor bills and documents**

  Check billed scope and approved extras. File W-9s and required closeout documents.

- [ ] **03 Assign incidental costs**

  Code job-specific permits, equipment rentals, disposal, and extra supplies.

- [ ] **04 Track insurance payments**

  Compare payments received with amounts still owed, including depreciation and supplements.

- [ ] **05 Review change orders and supplements**

  Confirm approved extras were invoiced and the related labor and materials were job-coded.

- [ ] **06 Compare estimated and actual gross margin**

  Subtract direct job costs from job revenue. Divide by revenue and multiply by 100.

- [ ] **07 Track retainage and final payments**

  Record the balance, what triggers payment, and who will follow up.

**Estimated margin (%)**

**Actual margin (%)**

**Balance still owed**

**Follow-up notes / owner / due date**

**Briz Bookkeepers LLC**

Roofing bookkeeping • Job costing • Monthly financial reporting

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