

# Small Public Company Controllers & Finance Leaders: Steal This 40-Day 10-Q Close Calendar Template

How to structure your next filing cycle without rebuilding the process from scratch every quarter.

## How to Use This Template

This is not a guide. This is a working calendar.  
Take this and map it directly into your next close cycle.  
Assign owners. Set deadlines. Use it as your baseline.  
If you can't confidently assign an owner to a step, that's where your next bottleneck lives.

### The 40-Day 10-Q Close Calendar Template

#### Days 1–5: Initial Close & Data Lock

1. Confirm reporting period cut-off
2. Lock transactional activity
3. Begin preliminary close entries
4. Identify unusual transactions or adjustments
5. Assign ownership for key schedules

**Goal:** Establish a clean starting point early

#### Days 6–10: Core Reconciliations

1. Complete key account reconciliations
2. Review cash, revenue, and expense accounts
3. Flag discrepancies early
4. Begin variance analysis vs prior period

**Goal:** Catch issues before they compound

#### Days 11–15: Variance Review & Adjustments

1. Investigate major variances
2. Finalize adjusting entries
3. Align numbers across internal reports
4. Begin internal review with leadership

**Goal:** Build confidence in the numbers early

#### Days 16–20: Draft Financials

1. Prepare draft financial statements
2. Begin MD&A framework
3. Identify disclosure changes
4. Align internal stakeholders on key narratives

**Goal:** Move from raw numbers → structured reporting

#### Days 21–25: Internal Review

1. Conduct detailed internal reviews
2. Validate disclosures and supporting schedules
3. Resolve inconsistencies
4. Prepare audit-ready documentation

**Goal:** Reduce last-minute surprises

#### Days 26–30: Auditor Coordination

1. Deliver requested schedules to auditors
2. Respond to initial audit inquiries
3. Track open items and responsibilities
4. Escalate delays early

**Goal:** Stay ahead of audit bottlenecks

#### Days 31–35: Final Revisions

1. Incorporate auditor feedback
2. Finalize MD&A and disclosures
3. Reconcile final numbers across all documents
4. Confirm readiness for filing

**Goal:** Align everything before the final push

#### Days 36–40: Filing Preparation

1. Final executive review
2. Confirm sign-offs and approvals
3. Prepare EDGAR filing package
4. Submit filing

**Goal:** Execute without last-minute chaos

## What This Fixes

Most teams don't fail because they don't know what to do. They fail because:

- Everything happens too late
- Ownership isn't clear
- Work piles up at the end

The same problems repeat every quarter. This template fixes that by:

- Creating structure
- Spreading the workload
- Forcing early visibility
- Reducing dependency on last-minute effort

## Why This Matters

At your stage, reporting is no longer just accounting. It's:

- Board confidence
- Investor trust
- Execution credibility

A messy close doesn't just create stress. It creates risk.  
And risk shows up exactly when you don't want it to.

## What To Do Next

If you use this and still feel pressure building each quarter...  
It's not the calendar.  
It's the structure behind it.  
That's where most companies get stuck.

## Schedule a Confidential Strategy Call

We'll look at your current process and identify exactly where it's breaking — before the next filing cycle exposes it.

[URL HERE](#)