

End-of-Year Checklist for County Program Directors and Council

Before your Bookkeeper closes the fiscal year or sets a closing date for Council financial records, the following list of tasks are recommended. As **County Program Director** or **Council Officer**, during the year you completed the monthly checklists for data verification process with your bookkeeper. See recommended CPD checklists, including Safeguarding Cash checklist and End-of-Month checklist, located at <http://outreach.missouri.edu/acctmanual/cpd.shtml> Select "Safeguarding Cash and Data Verification.

For **annual data verification**, please review the following items with your Bookkeeper.

Were...

- all current-year receipts and checks recorded?
- current-year bank interest and service charges recorded?
- all employee and employer payroll taxes paid? Were all necessary monthly, quarterly, and annual tax reports prepared?
- All 12 monthly Payroll Summary Reports reviewed? If not, then request a 12-month Payroll Summary Report (one page) for each employee. Compare to W2 form data. See next page for instructions on creating report.
- All receivables and payables, if any, reviewed to determine if they are still outstanding?
- Undeposited Funds Report reviewed, if county manages credit cards, invoice, or sales receipt transactions.
- Class and Subclass balances reviewed to determine if revenue/expense transfers or balance transfers are needed to produce expected end-of-year balances in appropriate Classes? **What ending Class balances do you expect at the end of the year?**
- Bank statements compared to **checking** and **savings** QB registers? Reviewed the QuickBooks bank reconciliation reports? Refer to **Safeguarding Cash procedure** for details.
- All necessary monthly reports printed and stored ? I.E. deposits, checks, monthly revenue and expense or ledger reports for all classes.
- The Annual reports reviewed, including:
 - Balance Sheet Report
 - Annual Revenue and Expense Summary Report to RD – Classes separated in column format
 - Annual Revenue and Expense Summary Report-All Classes Combined (optional)
- Missing Check Report and Voided/Deleted Transactions report reviewed?
- Petty Cash Register transactions reviewed?
- Class Balances in the Funds Class Balance Report compared to the Checking Register balance? Do the Balances from the Report and Register match?
- Were all new equipment and furniture recorded in the Fixed Assets Inventory?

Please sign and date this document and file in Accounting Records Binder or folder.

 County Program Director

Date

 Extension Council

Date

Instructions for Creating Annual Payroll Summary Report

Compare Employee Payroll Summary Report data with printed copy of W2s for all employees.

Generate Employee Payroll Summary Report

- In QuickBooks database file, select **Report Center button** at top of screen.
- On left sidebar, select **Employees & Payroll**.
- On right side, select **Payroll Summary**
- Date range at top of screen should be the **12 months** of the prior year calendar year.