

Checklist for End of Year for County Program Directors and Council

Before your Bookkeepers closes the fiscal year or sets a closing date for Council financial records, a recommended list of tasks must be completed. 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 receivables and payables reviewed to determine if they are still outstanding?
- 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 report? Refer to **Safeguarding Cash procedure** for details.
- All necessary monthly reports and quarterly reports printed and stored ?
- The Annual reports reviewed, including:
 - Balance Sheet Report
 - Annual Financial Report (Income Statement for Calendar year) or the Income and Expense - Summary Report Yr-to-Date?
- Missing Check Report and Voided checks 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