

End-of-Year Checklist for EES 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 **EES** or **Council Officer**, during the year you completed the monthly checklists for data verification process with your bookkeeper. See recommended EES checklists, including Safeguarding Cash checklist and End-of-Month checklist on the accounting manual web page.

For **annual data verification**, please review the following items with your Bookkeeper. Your Bookkeeper has a separate, detailed end-of-year checklist.

Were...

- all current-year receipts and checks recorded?
- current year bank interest and service charges recorded?
- all employee and employer payroll taxes and benefits paid? Were all necessary quarterly and annual tax reports prepared?
- All 12 monthly Payroll Summary Reports reviewed? If not, then request a 12-month Payroll Summary Report for each employee. See next page for instructions on creating Payroll Summary report. **Compare to W2 form**. CES reviews W2 forms. CES or Council Officers signs W3 form.
- 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 filed? For example, 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- 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?

Sign and date this document and file. Scan and email copy to QuickBooks Administrator @ hansenk@missouri.edu .

Reviewed by County Of: _____

Engagement Specialist

Date

Extension Council Officer

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 appropriate calendar year.