

Annual Closing Checklist

Confirm Bookkeeper Tasks Completed 1099 preferences have been received. Final supporting documents for the year have been received or date to receive is passed. Confirm that all e-mails for the year have been processed and filed properly. E-mails dated prior to year end 2yrs back are deleted. Reconcile the year end payroll records to the books. Accrue previous year taxes due in current year if necessary. Verify that monthly JEs have been made to split Shareholder Wages from the Payroll Wages & Burden. Payroll reconciliation completed and tied out to W-3 Use a single AIE to move any remaining AMC balance to CV Distributions/Draws Controller Tasks to Tie Up Books Closing appointment for last month of the fiscal year is completed. Closing date has been set. If Petty Cash is used to clear cash withdrawals from the bank - post excess balance to reduce NP - Shareholder/Owner it exists If there is a NP - Shareholder/Owner - make sure it is repaid per CPA instructions taking remaining CV Distributions/Draws. Use a single AIEdated Di/10 of the following year to zero out CY Shareholder equity accounts. Verify that any post-tax entries per Tax Preparer for year before were entered. Verify that any post-tax entries that effect accrual accounts or depreciation were reversed on the 1st day of the new year. Review by Operations CPA Special Notes on this account			Client Company Name
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