|  |  |
| --- | --- |
| Text  Description automatically generated | End of yearOther Expense Considerations Review Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date | Date |
| --- | --- | --- | --- | --- | --- |
|[ ]  Accounts Payable (accrual basis) | Have all invoices been input into the accounting system for year end? |  |  |  |
|[ ]  Expenses (cash basis) | Have all expenses been paid and input into the accounting system for year end? |  |  |  |
|[ ]  Payroll (accrual basis) | Has information for the last pay period of the year been input into the accounting system? |  |  |  |
|[ ]  Payroll (cash basis) | Has the final check run for payroll checks dated in the current year been input into the accounting system? |  |  |  |
|[ ]  1099’s (To send to Vendors) | Review information for all Vendors paid who need a 1099 for YTD accuracy based on check date in current year, prepare or work with CPA to send out 1099’s by deadline |  |  |  |
|[ ]  1099’s (To receive from Insurance) | Tie out 1099’s received from Insurance companies to accounting system YTD information |  |  |  |
|[ ]  W2’s | Prepare or work with payroll company to generate Annual W2’s by deadline and send to employees |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |