



Annual Checklist

Financial Preparation

- ☐ Finalize income & expense entries
- ☐ Reconcile all bank accounts
- ☐ Reconcile all credit cards
- ☐ Add appreciation/depreciation
- ☐ Finalize budget for next year
- ☐ Verify fund balances
- ☐ Ensure board minutes are signed
- ☐ Organize records in binder
- ☐ Review unreconciled transactions
- ☐ _____

Taxes & Compliance

- ☐ 941 federal quarterly filing
- ☐ State quarterly filing
- ☐ Workforce safety filing
- ☐ Workers compensation filing
- ☐ Print new labor law posters
- ☐ Complete W2, W3, & 1099 filing
- ☐ Update salaries in software
- ☐ Update deductions/benefits
- ☐ _____
- ☐ _____

HR / Operations

- ☐ Approve raises/bonuses
- ☐ Review retirement policies/limits
- ☐ Review bylaws & handbooks
- ☐ License renewals
- ☐ Insurance/benefit renewals
- ☐ Staff evaluations/goals
- ☐ Archive inactive employees
- ☐ Submit reciprocity paperwork
- ☐ _____
- ☐ _____

Donor Communications

- ☐ Generate thank-you letters
- ☐ Send statements by January 31st
- ☐ Share year-end impact reports
- ☐ Archive & update donor database
- ☐ Enter new pledge information
- ☐ _____
- ☐ _____



 **Icon Systems**
Accounting Software

