

Year-End Checklist

Organizational Information – Please provide any of the following that changed in the past year:

- Entity name change – please include a copy of the SCC acceptance.
- Address, telephone or email changes.
- Entity documents – please provide copies of any significant corporate resolutions or revisions to your corporate bylaws.
- Ownership – please provide documentation of any ownership changes.

Year end accounting steps – please note if you would like us to assist with any items:

- Reconcile all bank accounts.
- Review accounts receivable for possible accounts to adjust or write off.
- Take a physical count of inventory; note any obsolete items and reconcile.
- Review fixed asset listing and note any additions or deletions.
- Review accounts payable listing for accuracy.
- Reconcile other asset and liability accounts.
- Determine the amount of retirement plan accruals.
- Scan the general ledger for possible errors.

Financial information to provide:

- A backup or accountant's copy of your QuickBooks or Peachtree data. If you do not utilize one of these programs, please provide a copy of the year end trial balance.
- Copies of the year end bank reconciliations.
- Accounts receivable summary – please note any adjustments to be made.
- Physical inventory summary.
- Details regarding any assets sold or disposed.
- Details regarding any new assets acquired.
- Accounts payable summary.
- Reconciliations of notes payable.
- Calculation of retirement plan accruals.
- Copies of new leases or loans entered into.
- Details of corporate income tax payments.
- Copy of Form W-2 for each shareholder and Form W-3 if applicable.

Questions:

- Do you have operations in more than one state?
- Do you anticipate any significant changes in your operations in 2012?
- Are any of the shareholders foreign citizens?
- Does the entity have any foreign bank accounts?