

2011 Year-End Task Checklist

Here is a checklist of CDM+ procedures to guide you through your year-end tasks. Use this checklist and time frames as suggestions only. Depending on the CDM+ programs you use, some items on the checklist will not apply to you. *Also check the schedule for Group Online Classes on year-end tasks.*

Item	Program	Task Description	Date Complete
December / January			
1	Contributions	Create in Contributions Setup new 2012 giving funds; remember any 2012 giving fund with a pledge should have a unique giving fund description.	
2	Contributions	Post all 2011 contributions gifts received or postmarked by December 31, 2011	
3	Membership	If desired, complete detail history of individuals enrollment in Groups by term and date under Detail In Groups List in Membership	
4	Accounting	Accrue any Invoices in Accounts Payable that should be shown as 2011 Expenses	
5	Accounting	Setup new budget figures under Ledger menu	
6	Accounting	Review Vendor records marked "Receives 1099" for accuracy on payments marked * - 1099 Item. Make corrections as needed using the "Toggle 1099" button	
7	Payroll	Review Employee Setup for accurate personal information and W-2 settings of all employees active during 2011	
8	Payroll	Prepare to make 2012 tax payments using EFTPS if required; create a new vendor; change Vendor on Employee records	
January			
1	Contributions	Print and mail giving statements from Contributions	
2	Accounting	Reconcile your bank account(s) for December	
3	Accounting	Close the month of December	
4	Accounting	Run necessary year-end financial reports including the Accounts YTD Balances from January 1 to December 31, 2011	
5	Accounting	Close year; print the Closing Report	
6	Payroll	Prepare and mail the 4th quarter 941 form to the IRS	
7	Accounting	Print and distribute 1099s to appropriate Vendors	
8	Payroll	Print and distribute W-2 forms; print and mail W-3 form (CDM+ 9.1r3 or later required)	
9	Payroll	Update Payroll Tax Tables from web as needed before first Pay Period in 2012	
10	Payroll	Review Local Tax and Other Deductions for accuracy before first Pay Period in 2012	
11	Payroll	Update as needed Employee salary and hourly rates before first Pay Period in 2012 under Employee Information in Payroll	
12	Payroll	Update Time Off in Employee Information as needed	
February			
1	Attendance	Create an Attendance History for 2011	
2	Accounting	Archive Ledger Entries for 2009 and earlier as desired	
March / April			
1	Contributions	Create a Contributions History for 2011 under Update Contributions; create additional Giving Histories for previous years if not already done.	
2	Contributions	Archive Contributions detail records for 2009 and earlier.	
3	Membership	Archive selected Membership records	