CDM+ Year-End Task Checklist

Use this checklist of CDM+ procedures to guide you through your year-end tasks. These items and time frames are suggestions only. Depending on the CDM+ programs you use and whether your accounting is done on a calendar or fiscal year, some items will not apply to you. Check out january.suran.com for additional year-end resources, including videos and webinars.

December / January

ITEM	PROGRAM	TASK DESCRIPTION	DATE COMPLETED
1	Contributions	Set up giving funds for the new year if tracking annual pledging.	
2	Contributions	Update recurring gifts to annual funds to the new year. Use the Recurring Contributions Listing Report to find these and the Online Giving Tab in Giving Unit Records to change funds. Or, contact CDM+ Support to have this done in bulk.	
3	Contributions	Post all contributions gifts received or postmarked by Dec. 31.	
4	Membership	If desired, complete detail history of individual's enrollments in Groups by term and date under Detail Tracking Groups List in Membership.	
5	Accounting	Accrue any Invoices in Accounts Payable that should be shown as expenses on the concluding year.	
6	Accounting	Setup new budget figures under Ledger menu.	
7	Accounting	Review Vendor records marked "Receives 1099" for accuracy on payments marked * 1099 item. Make corrections as needed using the "Toggle 1099" button.	
8	Payroll	Review Employee Setup for accurate personal information and W-2 settings of all employees who were paid during the concluding year.	

January

ITEM	PROGRAM	TASK DESCRIPTION	DATE COMPLETED
1	Payroll	Review Local Tax and Other Deductions for accuracy before first Pay Period in the new year.	
2	Payroll	Update as needed Employee salary and hourly rates before first Pay Period in the new year.	
3	Payroll	Update Time Off in Employee Information as needed.	
4	Contributions	Email or print/mail giving statements from Contributions.	
5	Accounting	Reconcile your bank account(s) for December.	
6	Accounting	Close the month of December.	
7	Accounting	Run necessary year-end financial reports, including the Accounts YTD Balances from January 1 to December 31 of the concluding year.	
8	Accounting	Close year; print the Closing Report.	
9	Payroll	Prepare and mail the 4th quarter 941 form to the IRS.	
10	Accounting	eFile or print and distribute 1099s to appropriate Vendors.	
11	Payroll	eFile or print and distribute W-2 forms; eFile or print and mail W-3 form.	

February

ITEM	PROGRAM	TASK DESCRIPTION	DATE COMPLETED
1	Attendance	Create an Attendance History for the concluding year.	
2	Accounting	Archive Ledger Entries from two years prior and earlier as desired.	

March/April

ITEM	PROGRAM	TASK DESCRIPTION	DATE COMPLETED
1	Contributions	Create a Contributions History for the concluding year under Update Contributions; create additional Giving Histories for previous years, if not already done.	
2	Contributions	Archive Contributions detail records for two years prior and earlier.	
3	Membership	Archive selected Membership records.	