

ENTITIES YEAR-END CHECKLIST

ITEMS NEEDED TO COMPLETE 2023 TAX RETURNS & FINANCIAL STATEMENTS

AS OF 12/31/23:

1. BANK ACCOUNT BALANCES
2. NOTE & LOAN BALANCES INTEREST PAID FOR YEAR
3. ACCOUNTS RECEIVABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS
4. ACCOUNTS PAYABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS
5. INVENTORY
6. SETTLEMENT SHEETS, CONTRACTS & FINANCE TERMS FOR ANY EQUIPMENT OR REAL ESTATE PURCHASED OR SOLD DURING THE YEAR.
7. COPIES OF QUARTERLY & YEAR-END PAYROLL TAX RETURNS
8. RECORDS OF CASH DISBURSEMENTS & CASH RECEIPTS.
9. SALES TOTALS
10. ALL DOCUMENTS RELATED TO THE EMPLOYEE RETENTION CREDIT IF YOU RECEIVED ONE
11. DEALER'S CERTIFICATION FOR THE PURCHASE OF A NEW OR USED ELECTRIC VEHICLE
12. RECEIPTS OR CERTIFICATIONS FOR QUALIFIED ENERGY IMPROVEMENTS
13. LIST OF DIRECTOR AND OFFICER NAMES, POSITION TITLES, AVERAGE HOURS WORKED PER WEEK AS WELL AS COMPENSATION
14. LIST OF BENEFICIARIES' NAMES, ADDRESS, IDENTIFICATION NUMBER AND DISTRIBUTION PERCENTAGE
15. IF YOU USE QUICKBOOKS, PLEASE PROVIDE A BACKUP OF YOUR DATA AFTER ALL 2022 INFORMATION HAS BEEN POSTED AND BANK ACCOUNTS RECONCILED THROUGH 12/31/22.
16. MILEAGE - MILEAGE RATE FOR 2024 IS \$0.67
17. DAVIS-SMITH TAX CD FROM PREVIOUS YEAR IF YOU HAVE ONE OR A FLASH DRIVE IF YOU PREFER. PLEASE NOTE THAT WE WILL NO LONGER CREATE NEW CD'S. ALL DIGITAL FILES WILL BE UPLOADED TO OUR PORTAL.
18. NOTIFICATION OF ANY CHANGES IN OWNERSHIP OR BENEFICIARIES.