

## 2016 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, and whether your accounting is done on a calendar or fiscal year, some items will not apply to you. Watch for new instructional videos on at [kb.cdmpplus.com/videos](http://kb.cdmpplus.com/videos).

Item	Program	Task Description	Date Complete
<b>December / January</b>			
1	Contributions	Create in Contributions Setup new 2017 giving funds; remember any 2017 giving fund with a pledge should have a unique giving fund description	
2	Contributions	Contact givers using the CDM+ Giver Portal online recurring giving to log in & change from 2016 giving funds to 2017 giving funds after their final gift for 2016	
3	Contributions	Post all 2016 contributions gifts received or postmarked by December 31, 2016	
4	Membership	If desired, complete detail history of individuals enrollment in Groups by term and date under Detail In Groups List in Membership	
5	Accounting	Accrue any Invoices in Accounts Payable that should be shown as 2016 Expenses	
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 active during 2016 (see <a href="http://kb.cdmpplus.com/videos">kb.cdmpplus.com/videos</a> )	
<b>January</b>			
1	Contributions	Print/mail or email 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, 2016, if you are on a calendar year	
5	Accounting	Close year and print the Closing Report, if you are on a calendar year	
6	Payroll	Prepare and mail the 4th quarter 941 form to the IRS (see <a href="http://kb.cdmpplus.com/videos">kb.cdmpplus.com/videos</a> )	
7	Accounting	E-file or print and distribute 1099s to appropriate Vendors (CDM+ 9.3 or later required)	
8	Payroll	E-file or print and distribute W-2 forms; E-file or print and mail W-3 form (CDM+ 9.3 or later required)	
9	Payroll	Federal & state tax tables are updated automatically in CDM+ 9.3 and later - no action required	
10	Payroll	Review Local Tax and Other Deductions for accuracy before first Pay Period in 2017	
11	Payroll	Update as needed Employee salary and hourly rates before first Pay Period in 2017 under Employee Information in Payroll	
12	Payroll	Update Time Off in Employee Information as needed	
<b>February</b>			
1	Attendance	Create an Attendance History for 2016	
2	Accounting	Archive Ledger Entries for 2014 and earlier as desired	
<b>March / April</b>			
1	Contributions	Create a Contributions History for 2016 under Update Contributions; create additional Giving Histories for previous years if not already done	
2	Contributions	Archive Contributions detail records for 2014 and earlier	
3	Membership	Archive selected Membership records	