

F. Prepare for CPA Quarterly Review

Once all modules have been closed and reports have been ran, contact the CPA to set up an appointment for his quarterly review of the financials. The following items will be required for his review.

- a. Balance Sheet
- b. Income Statement
- c. Trial Balance (print from Standard Accounting Reports)
- d. Bank Statements
- e. Ledger Detail Report
- f. Bank Reconciliation Forms
- g. Investment Account Statement
- h. Payroll Direct Deposit Forms for payrolls occurring during month
- i. Accounts Receivable Aging Analysis
- j. Accounts Payable Aging Analysis

G. Additional Procedures for Quarter to Date and Year to Date Close Out

The following items will need to be completed when closing out a Quarter or a Year End.

- a. 941 Report Filed (March, June, September and December) Report filed by ADP
 - b. TEC Report Filed (March, June, September and December) Report filed by ADP
 - c. W-2's Printed – December – ADP processed
 - d. W-3 Filed – December – ADP processed and filed
 - e. 1099's Printed – December
- 401K Report – December (report filed by Administrator, information forward from ISTC)