

## Year End Checklist

As Of December 31, 2024

Provide a current chart of accounts.

1. General ledger account summary for year end.
2. Bank reconciliation for all bank accounts.
3. Accounts receivable aging (identify uncollectible accounts).
4. Accounts payable aging.
5. Loan balances as of 12-31-24 (include loans to banks, employees and individuals).
6. Inventory as of 12-31-24
7. List of equipment purchased during the year that includes amount paid and date purchased. Include any equipment traded or sold or scrapped during the year.
8. Review depreciation schedule for any items no longer owned by company.
9. Prepaid liability insurance- was premium paid in December- amount.
10. Payroll information:
  - a. Payroll register for year, 2024
  - b. Payroll registers for last pay period of the year. What was date of check?
  - c. Amount and date paid of 941 deposits for last pay period in December 2024.
  - d. Copies of Forms 941
  - e. Copies of WH-1 (Indianan withholding) for December 31, 2014
  - f. Copies of Indiana UC-1 (Indiana unemployment) and Federal Unemployment for 2024
11. Copies of Indiana sales tax form for December 2024
12. Copy of personal and real property tax vouchers paid in May and November.
13. Breakdown of distributions (draws) to owners.
14. Amount of rent paid to owners.
15. Annual salary of each owner.
16. Breakdown by partner of health insurance, medical reimbursements and disability insurance premiums paid by company.
17. Contributions- list by date, amount and to whom paid.
18. Breakdown of business miles versus personal miles on company provided vehicles.
19. Detail retirement plan activity- employer and employee contributions.
20. Any other information pertinent to the preparation of the business tax return