



Sample Preparation List for a December Year End (2021)

General Requests

- 1 **A** Provide a list of current Board of Directors as well as a list of the active Board of Directors if there was a change to the board.
- 1 **B** Board meeting minutes and finance/executive committee meetings for the entire year (2021) through fieldwork.
- 1 **C** All Organization policy manuals (accounting, employee, capitalization, etc.), if updated from the prior year.
- 1 **D** Detail of all manual journal entries posted 1 month before and after year-end.
- 1 **E** Copies of all lease agreements that are current or that were active during 2021.
- 1 **F** Provide a list of all cash/fund disbursement from 1/1/2021 through 3/15/2022. For all checks greater than \$500, please provide supporting invoices.
- 1 **G** Listing of employees and pay-periods for the year end.
- 1 **H** Copy of retirement plan documents.
- 1 **I** Copy of the 2021 budgets.
- 1 **J** Detail of related party transactions (if applicable).

Cash

- 2 **A** Provide copies of bank reconciliations, bank statements, a listing of outstanding checks, and deposits in transit, for all bank accounts as of December 31, 2021. Provide support for outstanding checks and deposits in transit over \$500.
- 2 **B** Provide a copy of the January 2022 bank statements for all accounts (or printout of activity if statements are not available).



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Investments

- 3 A Investment statements and reconciliation of investment income as well as the beginning and ending balances for the year ended December 31, 2021.
- 3 B Please provide year-end summary statements that show total purchases and sales of securities during the year, as well as total realized and unrealized gains/losses for the year.

Receivables

- 4 A Summary of the accounts receivable aging with an analysis of uncollectible receivables at December 31, 2021.
- 4 B Provide support for all receivable accounts identified on the trial balance at December 31, 2021.

Other Assets

- 5 A Description and support for Security Deposits assets at December 31, 2021.
- 5 B Provide a detailed reconciliation of all digital currency transactions (this includes donations, transfers, and all gains and losses) by account and class. Please also identify any donor imposed time or purpose restrictions placed on the digital currencies. Please send a statement of all digital currencies as of December 31, 2021.
- 5 C Provide detail for all prepaid expense accounts at December 31, 2021. Provide copy of invoice or other support for all amounts.

Fixed Assets

- 6 A Provide a listing of all fixed assets at December 31, 2021, including the depreciation associated with each asset. Provide invoices, purchase agreements, or other supporting documentation for all purchases.
- 6 B Provide transaction history of all repairs and maintenance account activity for the year ended December 31, 2021.



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Payables and Other Liabilities

- 7 A Accounts payable aging summary for December 31, 2021.
- 7 B Provide calculation, support, and detail of accrued payroll, payroll taxes, vacation, and other employee benefits accrued, or that should be accrued at December 31, 2021.
- 7 C Provide accrued retirement detail as of December 31, 2021 and support for payment made after year-end, if necessary.
- 7 D Credit card statements as of December 31, 2021.
- 7 E Quarterly payroll tax forms for the year ended December 31, 2021 (941, 910 and SUTA).

Debt

- 8 A Copies of all loan, debt, or line-of-credit agreements outstanding as of December 31, 2021 or that were active during 2021.

Net Assets

- 9 A Provide a roll-forward of net assets as of December 31, 2021 with supporting documentation that agrees to the prior year.
- 9 B Detail of restricted net assets with a description of the restrictions placed on the funds.
- 9 C Detail of board-designated net assets with a description of the designations placed on the funds.

Revenue

- 10 A Summary of fundraising revenues and expenses for 2021, if any.
- 10 B List of Individual Contribution. Support for all contributors greater than \$500 (including copy of check and bank statement showing amount received).



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- 10 C Schedule of grants awarded to the Organization for the year ended December 31, 2021. Please have award letters available for review.
- 10 D Support for received donations of in-kind goods and services and values for the year ended December 31, 2021, if any.

Expense

- 11 A Statement of Functional Expenses for the year ended December 31, 2021. Please also provide a description of managements methodology of allocating indirect expenses to each program or division.
- 11 B Access to any invoices paid for legal services or legal services received in-kind.