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NOT-FOR-PROFIT YEAR-END CHECKLIST

This checklist is designed to help not-for-profit organizations prepare for year-end financial close and reporting. It highlights key tasks to support accountants and operations teams in facilitating a smooth close. Not all items will apply to every organization, and some additional steps unique to your organization may not be listed here. Use this as a reference and planning guide to coordinate efforts, track progress, and ensure nothing important is overlooked during your year-end wrap-up.

NOVEMBER - DECEMBER

Coordinate between accounting and operations personnel to identify significant activities that may impact year-end accounting.

- ☐ Expected major purchases or expenses (e.g., equipment, building improvements, event expenses)
- ☐ Expected revenues (e.g., year-end fundraising events, exchange revenues)
- ☐ Significant revenues that are donor or board-restricted
- ☐ Disposal or sale of equipment or vehicles
- ☐ Lease agreements ending or starting (e.g., office space or office equipment)
- ☐ Uncollectible balance(s) and related write-off(s)
- ☐ Process or policy changes (e.g., maximum carry over PTO balances, capitalization threshold)
- ☐ Major personnel changes (e.g., bonuses or salary changes, separation of employees)
- ☐ Major projects planned or in process (e.g., website or database development)
- ☐ Donated services or non-cash assets (including investments)
- ☐ Significant changes to the investment portfolio (e.g., change in investment strategy or financial instruments)
- ☐ Unusual or non-recurring activities (e.g., pending or active litigation, payout of death benefits)

Coordinate between accounting and operations personnel to identify any organization changes relevant for the audit.

- ☐ Changes to major programs and activities of the organization
- ☐ Change in organization leadership or board of directors key positions
- ☐ Changes to investment portfolio or investment policy
- ☐ Changes to allocation of costs across organization programs and activities

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EARLY JANUARY

Perform standard month-close activities (bank reconciliations, record investment activity, depreciation, payroll, etc.)

JANUARY - FEBRUARY

Prepare supporting schedules and agree to external reports and documentation

- [ ] Cash and investment balances to bank statements
- [ ] Payroll expense to payroll system reports and to IRS forms
- [ ] Accrued payroll to January disbursements on bank statement
- [ ] Invoices from vendors for major projects or expenses
- [ ] Major revenues to contribution support (e.g., private grants, federal grants, individual donations)

Agree PY ending balances from each schedule to CY opening balances

Agree all supporting schedules to trial balance

- [ ] Investments (including realized and unrealized gain/loss, dividends and interest income, fees, account balances)
- [ ] Receivables (including contributions, exchange revenue receivables, and refundable advances)
- [ ] Prepaids (e.g., expenses, subscriptions, insurance)
- [ ] Inventory
- [ ] Fixed assets (including lease schedules)
- [ ] Accrued payroll and accrued leave
- [ ] Accounts payable (including vendor payables, credit card balances, etc.)
- [ ] Other payable schedules (e.g., grants payable, notes payable)
- [ ] Temporarily restricted net assets
- [ ] Contributions (e.g., individual donations, private or federal grants)
- [ ] Exchange revenue (e.g., conference registrations)
- [ ] Major expense schedules (e.g., grants paid)

AFTER TRAIL BALANCE IS FINALIZED

Prepare year-end reports and perform financial review

- [ ] Prepare statement of financial position (balance sheet)
- [ ] Prepare statement of activities (income statement)
- [ ] Prepare statement of functional expense
- [ ] Perform analytic review of each statement (reviewing prior year against current year balances and activities)
- [ ] Identify major shifts and agree the financial results to the organization's activities throughout the year