

# CDM+ Year-End Task Checklist

Use this checklist of CDM+ procedures to guide you through your year-end tasks. These items and time frames are 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. Check out [january.suran.com](http://january.suran.com) for additional year-end resources, including videos and webinars.

## December / January

ITEM	PROGRAM	TASK DESCRIPTION	DATE COMPLETED
1	Contributions	Set up giving funds for the new year if tracking annual pledging.	
2	Contributions	If you created new giving funds remember to update your recurring gifts.	
3	Contributions	Post all contributions gifts received or postmarked by Dec. 31.	
4	Accounting	If you use Accruals, be sure to accrue any Invoices in Accounts Payable that should be shown as expenses on the concluding year.	
5	Accounting	Review Vendor records to ensure accuracy for 1099s.	
6	Payroll	Review Employee Setup for accurate personal information and W-2 settings of all employees who were paid during the concluding year.	

## January

1	Payroll	Review Local Tax and Other Deductions for accuracy before first Pay Period in the new year.	
2	Payroll	Update as needed Employee salary and hourly rates before first Pay Period in the new year.	
3	Payroll	Update Time Off in Employee Information as needed.	
4	Contributions	Email or print/mail giving statements from Contributions or generate online statements.	
5	Payroll	Prepare and mail or eFile the 4th quarter 941 form to the IRS.	
6	Accounting	eFile or print and distribute 1099s to appropriate Vendors.	
7	Payroll	eFile or print and distribute W-2 forms; eFile or print and mail W-3 form.	

## Jan/February

1	Contributions	Create a Contributions History for the concluding year.	
2	Contributions	Archive Contributions detail records for the year prior to this closing year (i.e. if you're closing 2024 archive contribution records for 2023 or earlier).	
3	Membership	Archive selected Membership records.	
4	Attendance	If you use Attendance, create an Attendance History for the concluding year.	