

Ministry Brands®

End of Year Checklist

Giving, ChMS, & Financials



In Giving

- Map All Funds
 - Ensure all Funds in Giving are mapped to the appropriate Category in ChMS.
- Clear Out Your Sync Report
 - Make sure all digital donations have synced over to your ChMS so that your giving statements and reporting will contain accurate giving history for all donors.

In ChMS

- Review Giving Batches
 - Ensure all Expected and Received totals match by selecting the **Reports Menu Option** → **Giving** → **Batches**.
- Sync Batches to Financials
 - Make sure all batches have been synced to Financials to ensure that your General Ledger is accurate.
- Database Cleanup
 - Find duplicate records
 - Export and remove records
 - How to handle deceased individuals
 - How to handle divorced or separated families
- Consolidate Family Giving History
- Check the Tax-Deductible Status of Your Funds
 - Make sure each of your contribution funds is listed correctly as tax-deductible or not.

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- Select the top menu gear icon, then select **General Settings** → **Giving** → **Giving Options and Funds** to review each fund. You will see a column noting the Tax-Deductible status to the right of the **Active Funds** for each Category (Fund).
- Simply click on the gear for any Category to change this status.

Customize Your Giving Statements

Pro Tip: Did you know you can include Pledge Statuses in your Giving Statements? [CLICK HERE](#) to learn more!

Do a Practice Run of Your Giving Statements

- Try a practice run before sending the real statement. Pick a sample group and [run statements](#) for that group to check for issues.

Send Giving Statements

- [How to print statements for mailing](#)
- [How to email statements](#)

Pro Tip: You can also assign your donors ChMS credentials to login and view their giving statements themselves. You can do this in a mass group or individually.

Express Gratitude

- Send personalized emails to donors, expressing gratitude for their contributions.
- Consider using various channels such as email, mail, or even a public acknowledgment during a service.

Pro Tip: You can send mass email, text, and voice messages using your ChMS. [CLICK HERE](#) to learn more!

Request Feedback

- Request feedback from donors about their experience with the giving process.

Pro Tip: You can use the form builder within your Giving or ChMS platforms to [create a survey](#) for donors to complete.

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In Financials

Print Reports

- Detail Ledger Report (for the entire year)
- Year-End Statement of Financial Position (Balance Sheet)
- Year-End Budgeted Financial Statement
- Complete Year Journal History Report
- Complete Year Transaction Inquiry Report from Accounts Payable
- Year-End Statements from Accounts Receivable
- Payroll – Employee Earnings Report

Save and Post All Entries

- For each application that sends a sub-ledger (journal entry) to the General Ledger (such as Accounts Payable, Accounts Receivable, Payroll, etc.), make sure that all the entries for the old year have been saved and posted.

Post All Outstanding Journal Entries for the Old Year

- For each application that sends a sub-ledger (journal entry) to the General Ledger (such as Accounts Payable, Accounts Receivable, Payroll, etc.), make sure that all the entries for the old year have been saved and posted.
- Make sure you are in the correct year and correct company.
- To search for all journals on the Manage > Unposted Journals page, click the “Clear Filters” link and select to view “Select all” from the Users drop-down list.

Transfer Expenses for Fixed Assets to Proper Asset Accounts

- Do this if you track assets as expenses during the year, and then move those amounts to a fixed asset account at year-end.

Enter Year-End Accruals If Needed

- (i.e. account for unused vacation days)
- Print a “Time Off Hours” report, which can be used to calculate accrued vacation.
- Some users may also need to figure and post unpaid salaries that will be paid in the new year.

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Check Your Balance Sheet

- Do this by clicking [Reports > Statement of Financial Position](#) to be sure that payroll related liability accounts correctly report year-end balances and adjust as needed.

Pro Tip: Liability accounts that usually need to be proofed include Federal and State withholding, FICA, 403b/retirement, charitable contributions, non-cash clearing (which should always be zero), garnishment, salary advances, employee loans, and various employee insurance contribution accounts.

Complete Any Inter-Fund Transfers That Might Be Required

- Do this by clicking [Enter > Manual Journals](#)

[Enter Next Year's Budget Figures](#) If Applicable

Set the default year for General Ledger

- Do this if you track assets as expenses during the year, and then move those amounts to a fixed asset account at year-end.

Enter Year-End Accruals If Needed

- You can find this option under [Modify > Company Information](#).

Set the Default Period for General Ledger

- Like the default year, you can find this option under [Modify > Company Information](#).

Open a New Period

- You can do this by clicking [Modify > Year and Periods](#).

[Modify > Chart of Accounts](#) As Needed for the New Year

Run General Ledger Year-End Closing

- From the General Ledger menu, select [Utilities > Close Fiscal Year](#).

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Payroll

- Order W-2 Forms
 - Visit [NelcoSolutions.com/ShelbySystems](https://www.NelcoSolutions.com/ShelbySystems) or call 800-266-4669 to order W2 forms.
 - The most recent Universal Form can be used for both 1099's and W-2's.

Pro Tip: The W-2's can also be submitted electronically using Nelco or by downloading an electronic copy and manually submitting it.

- Verify Employee Information
 - Verify that names, addresses, and social security numbers are correctly entered for each employee found under [Modify > Employee Information](#) before running W-2's.
- Verify Organization's Federal Identification Number Is Entered Correctly
 - Verify that your church's federal identification number is entered in the Federal ID field found under [Modify > Employer Information](#).

Pro Tip: If you need to file electronically, contact the Social Security Administration to receive your User ID, which must be renewed each year.

- Run the [W2s Edit Report](#)
 - Verify that reportable information for each employee is correct.
 - If you withhold state taxes, then be sure to compare the federal wages with the state wages.
- Run a Test Print of [W2](#)
 - Be sure you have selected the correct form.
 - Also, check printer and page size for correct settings.
- Print and Send [W2s](#)
- File the [W3 Report](#)
- Complete and Send the [941 Summary Report](#)

Pro Tip: If you use Payroll to track Time Off (Sick, Vacation, etc.) hours and you reset the Time Off hours at the beginning of the year, then go to [Utilities > Create New Time Off Starting Date](#).

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Accounts Payable & Bank Account Management



Order 1099 Forms

- Visit NelcoSolutions.com/ShelbySystems or call 800-266-4669 to order W2 forms.
- The most recent Universal Form can be used for both 1099's and W-2's.

Pro Tip: The 1099 can also be submitted electronically using Nelco or by downloading an electronic copy and manually submitting it.

Enter All Outstanding Invoices for the Old Year in Accounts Payable

- This is if you are using the *Accrual* accounting method under [Enter > Transactions](#).

Print All Checks That Should Be Issued in the Old Year

- This is done under [Manage > Payment Processing](#).
- Pay attention to the Check Date, Entry Date, and Posting Date to make sure they are correctly entered for the old year, especially if you are on an *Accrual* basis.

Post All Entries to the General Ledger

- Be sure to post all entries in both Accounts Payable and Bank Account Management for the old year to the General Ledger.

Verify Organization Phone Number Is Correct

- This is done on the [Modify > Company Information](#) page.
- The 1099 report prints this phone number on all 1099 forms that you issue.

WARNING: The IRS may penalize your organization for each distributed 1099 missing your organization's phone number.

Verify 1099 Vendors' Status

- Ensure that the 1099 vendors with qualifying payments are marked with the correct 1099 status.
- From the Accounts Payable menu, select [View > Transaction Inquiry](#) to search and change any invoices that are not marked with the correct 1099 status.

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Accounts Payable & Bank Account Management



- Set Up a Procedure to Verify That a W-9 Form Is on File for All Vendors
 - Also, verify that the Vendor is marked with the appropriate Default 1099 Status.
 - From the Accounts Payable menu, select Modify > [Vendor Information](#) to view or modify a vendor's record.

- Print, Review, and Send the 1099s and Federal Report

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Accounts Receivable

- Review All Outstanding/Unpaid Invoices
 - You can do this from [Manage > Unposted Invoices](#).
 - Write off those invoices that probably will not be paid.

- Run the Unapplied Cash List Report
 - Do this for all dates, revenue centers, sources, etc.
 - If there is unapplied cash that is not legitimate and needs to be purged, this can be accomplished in [Manage > Payment Processing](#).
 - Click Add New Payment.
 - Click Add Unapplied Cash.
 - Add an additional line on the Miscellaneous Cash tab that cancels out the unapplied cash line above (e.g., the total of the detail lines should equal \$0).

- Apply Late Charges (if applicable) to Outstanding AR Invoices
 - You can do this from [Utilities > Apply Late Charges](#).

- Print and Send Monthly Statements Report
 - You can do this under [Reports > Monthly Statements](#).

Pro Tip: You can save the entire run as a .pdf file for future reference.

- Post All Entries for the Old Year
 - Do this under [General Ledger > Manage Unposted Journals](#).

- Verify Accounts Receivable Amount Matches Year End Balance Sheet Report
 - You can do this from [Reports > Aging Summary](#).

- Switch Accounting Methods If You Want to Change from *Cash* to *Accrual*
 - This can be changed from [Modify > Revenue Center Information](#).

Pro Tip: If you have a Day Care, then print [Reports > Monthly Statements](#) for parents to use in filing their income tax report.

End of Year Checklist

Fixed Assets & Purchasing Management



Fixed Assets

- Review Current Year Purchases
 - Verify that the new items are listed in Modify > Asset Information.
- Run a List of Retiring Items for the Budget/Planning Committee
 - Do this from Reports > Selections and Listings.
- Inventory All Fixed Assets
 - Run a list from Reports > Selections And Listings.
 - Adjust for retired, sold, or lost items from Modify > Asset Information.
- Run a Depreciation Edit Report and Calculate for Future Budgets
 - Do this from Manage > Calculate Depreciation.
- Run Manage > Calculate Depreciation and Post to General Ledger

Pro Tip: For your organization, this item may be either a monthly action or a year-end only action.

Purchasing Management

- Review All Outstanding Purchase Orders
 - Close those that have been used but still have small outstanding balances that will not be used from Manage > Requests.
 - Void or close old POs that will not be used from Manage > Requests.