



## QuickBooks Checklist – Fiscal Year End

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On or before July 10<sup>th</sup>, it is advisable to complete the following as we start the new fiscal year. If you need assistance with any of these or have questions, please contact [Finance@AYSO.org](mailto:Finance@AYSO.org) and our team will be more than happy to assist you.

### Bank Transactions:

- Are all transactions through 6/30/xx currently Categorized?
- Do All Transactions through 6/30/xx have documentation attached?

### Reconcile:

- Are all [Bank accounts reconciled](#) through 6/30/xx?
- Do all reconciliations have the bank statement attached to the Reconciliation and/or [saved in the “My Accountant -> Shared Documents” section](#)?
- Is the [Bill Spend & Expense \(Divvy\) account reconciled](#) through 6/30/xx ?
- Attach Bill Spend & Expense Statement(s) to the Reconciliation and/or [save in the “My Accountant -> Shared Documents” section](#)

### Financial Reporting:

Refer to your Section Director, Area Director and/or Board for more instruction on what reports are needed. At a minimum, we recommend reviewing the following:

- Statement of Activity – Period 7/1/xx-6/30/xx (to capture the fiscal year that has ended/is ending)
  - Do you have any income or expenses categorized to Accounts without Account Numbers? [Adding an Account](#).
  - Do you show any [Reconciliation Discrepancies](#)?
- Statement of Financial Position – Period ending 6/30/xx
  - Do any accounts show up in the Bank Section that are not Banks? Are all Bank Accounts reflected in QuickBooks?
  - Does your Divvy Credit Card Account reflect your current balance owed?

### Confirmation:

- Once the above are completed, please email [Finance@AYSO.org](mailto:Finance@AYSO.org) to confirm that your books are ready to close.