



Phyllis Goldie and Associates, LLC

*Specializing in Dealer Asset Protection, ONE ACCOUNT AT A TIME*

# {INSERT YOUR COMPANY NAME}

## *CONTROLLER'S ROAD MAP TO SUCCESS*

**DAILY, WEEKLY, MONTHLY, QUARTERLY AND YEAR END REMINDERS**

*Prepared by Phyllis Goldie and Associates, LLC.*

*Please Note: This document has been in use since 2000 in a multi-company environment using CDK DMS in the state of Florida.*

*Not all data will be applicable to all scenarios in all stores. For your own customization please email us at*

*[susan@phyllisgoldie.com](mailto:susan@phyllisgoldie.com) for an editable version.*

# THE THREE C'S

*The following outlines the basis for a successful automotive accounting department and should be reviewed with all new hires, inspected on a regular basis and taught everyday in every transaction. The short and long term overall results are priceless and rewarding!*

## The Three C's

The {Insert Company Name} Platform  
Consistency, Controls, and Compliance

ARE YOU IN CHECK?

# MONTHLY ROAD MAP

1<sup>ST</sup>-7<sup>TH</sup>

<p><b>Note: For SCH's Review-Do WRO and Incentives on Thurs (Paid on Wed)</b></p> <p>**Always prepare sales tax early - set transmission date for the 19<sup>th</sup> (FL)</p> <p>**EVERYDAY-PO Floor Plan , Bank REC, Visit Each Desk and Watch CIT</p>	<p><b>Note: Assign a day to review Controllers Schedules</b></p> <p>**Post Controllers Month End entry each time and entry completed- A DOC can be posted several times using the same number (CDK only)</p>	<p>**Be sure to make "Out of The Ordinary" notes on your Month End folder as things happen</p>	<p><b><u>1st</u> -Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Post New Month Standard Entries</li> <li><input type="checkbox"/> Pay Mortgage</li> <li><input type="checkbox"/> Pull down bank statement-reconcile</li> <li><input type="checkbox"/> Verify Prior Month PR Accrual Rev</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Last day to post cash entries for prior month</li> <li><input type="checkbox"/> Post F &amp; I Liability Statement in Prior Month</li> <li><input type="checkbox"/> Pay F &amp; I Liability in Current Month</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> </ul>	<p><b><u>2nd</u> - Review balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Post Advertising Accruals</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> <li><input type="checkbox"/> Post Month End PR Accrual &amp; Rev</li> <li><input type="checkbox"/> Finalize Bank reconcile</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Multi-Company-Run AR Statements</li> <li><input type="checkbox"/> All Deals Posted</li> </ul>
<p><b><u>3rd</u> - Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Body Shop Material Inventory reconcile</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Controllers Month End Entries</li> <li><input type="checkbox"/> Post Insurance Bills</li> <li><input type="checkbox"/> Pull Time Sheets</li> </ul>	<p><b><u>4th</u> - Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Verify Sales Commission posted &amp; balance</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review Prior Month Trend</li> <li><input type="checkbox"/> Verify balance in ACH Acct (Fees may hit before F &amp; I products deposit)</li> </ul>	<p><b><u>5th</u> - Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Prior Month trend</li> <li><input type="checkbox"/> Floor Plan REC</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Credits from Factory</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> MSO Audit</li> <li><input type="checkbox"/> Check staff hours</li> </ul>	<p><b><u>6th</u> - Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Set Posting Flag (am)</li> <li><input type="checkbox"/> Title Audit</li> <li><input type="checkbox"/> Post Month End Commission Accrual</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> <li><input type="checkbox"/> Review Prior Month Trend</li> <li><input type="checkbox"/> Set Posting flag-no more entries except Controller</li> </ul>	<p><b><u>7th</u> - Review Balance Sheet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review AR</li> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Review Prior Month Trend</li> <li><input type="checkbox"/> Email Pre Statement and Commission w/ Statement Recap</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> </ul>

Daily\*\*\*\* On line banking, verify there are no inconsistencies, verify flow of check numbers, check positive pay exceptions, check pending transactions

# MONTHLY ROAD MAP

8<sup>TH</sup>-17<sup>TH</sup>

<p><u>8<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Multi-Company - Post Intercompany flips (if applicable)</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Pull Time Sheets</li> <li><input type="checkbox"/> Transmit Financial Statement</li> <li><input type="checkbox"/> Run Month End Commissions in PR</li> <li><input type="checkbox"/> Check for un-posted transactions</li> <li><input type="checkbox"/> Reconcile Floorplan</li> <li><input type="checkbox"/> Run AP Checks</li> </ul>	<p><u>9<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Month End Parts reconcile</li> <li><input type="checkbox"/> Pay Floor Plan Interest</li> <li><input type="checkbox"/> Verify Sales Commission posted &amp; balance</li> <li><input type="checkbox"/> Sign AP Checks</li> <li><input type="checkbox"/> Package Financial Statement</li> </ul>	<p><u>10<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Credits From Factory</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> AP Parts Statement reconcile</li> <li><input type="checkbox"/> Prepare NADA Reports</li> <li><input type="checkbox"/> UC Physical Inventory</li> <li><input type="checkbox"/> Audit N&amp;U Floorplan-add to Floorplan for Cash</li> </ul>	<p><u>11<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Run WIP &amp; Audit</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review WRO SCH's</li> <li><input type="checkbox"/> Audit aged OS items on Bank REC, move OS checks to liability acct by year</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> </ul>	<p><u>12<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> <li><input type="checkbox"/> Review Parts and Service AR</li> </ul>
<p><u>13<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Pull Time Sheets</li> <li><input type="checkbox"/> Update Controllers YE Spreadsheets (accruals &amp; expenses only)</li> <li><input type="checkbox"/> Verify EMP Ins Paid</li> <li><input type="checkbox"/> Prepare Sales Tax</li> <li><input type="checkbox"/> Prepare Waste Tax</li> <li><input type="checkbox"/> Prepare Pollutant Tax</li> </ul>	<p><u>14<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Verify Sales Commission posted &amp; balance</li> <li><input type="checkbox"/> Audit Company Vehicle Expenses (RO's)</li> <li><input type="checkbox"/> Audit 5 Deals-signatures and such</li> <li><input type="checkbox"/> Run Monthly and Annual 8300 Report</li> </ul>	<p><u>15<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Credits From Factory</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> Verify Postage Meter balance</li> <li><input type="checkbox"/> Review Accrued Sales Commission - Write Off terminated and notify Mgmt. of all active with deficit balance</li> </ul>	<p><u>16<sup>th</sup></u> - <i>Review Balance Sheet</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review WRO SCH's</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> <li><input type="checkbox"/> Check for un-posted transactions</li> </ul>	<p><u>17<sup>th</sup></u> - <i>Review AR</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Set up &amp; Review Missing DOC 's</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> <li><input type="checkbox"/> Review Parts and Service AR</li> </ul>

*Daily\*\*\*\* On line banking, verify there are no inconsistencies, verify flow of check numbers, check positive pay exceptions, check pending transactions*

# MONTHLY ROAD MAP

18<sup>TH</sup>-31<sup>ST</sup>

<p><u>18<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Pull Time Sheets</li> <li><input type="checkbox"/> Confirm Payoff Titles</li> <li>Follow Up</li> <li><input type="checkbox"/> Spot Audit Cashiers Cash Drawer(s) (Never on the same day)</li> <li><input type="checkbox"/> Review detail of prior months shop supply RO</li> </ul>	<p><u>19<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review Balance of all Accruals verify Sales Commission posted &amp; balance</li> <li><input type="checkbox"/> Audit Policy Accts</li> <li><input type="checkbox"/> Move terminated Employee Christmas Accrual to Acct xxxx</li> </ul>	<p><u>20<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pull Amex bill on line</li> <li><input type="checkbox"/> Review Current Month Trend</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Credits from Factory</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> Confirm Sales Tax clears bank</li> <li><input type="checkbox"/> Review all open RO's</li> </ul>	<p><u>21<sup>st</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review WRO SCH's</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> <li><input type="checkbox"/> Audit Gas Account Charges</li> </ul>	<p><u>22<sup>nd</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review AR</li> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> </ul>
<p><u>23<sup>rd</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Pull Time Sheets</li> <li><input type="checkbox"/> Audit Open PO's</li> <li><input type="checkbox"/> Adjust Standard Entries if required</li> <li><input type="checkbox"/> Audit detail in Tire, Battery, and Surtax Accts, look for any odd amounts</li> <li><input type="checkbox"/> Audit policy/COS accounts</li> </ul>	<p><u>24<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review SCH's / Staff</li> <li><input type="checkbox"/> Verify Sales Commission posted &amp; balance</li> <li><input type="checkbox"/> Audit Service &amp; Body WIP</li> <li><input type="checkbox"/> Audit Toll Pass Usage (if applicable)</li> <li><input type="checkbox"/> Audit Out of State tag work with vendor or state agency</li> </ul>	<p><u>25<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Post Credits from Factory</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> Check staff hours</li> <li><input type="checkbox"/> Audit New inventory to Floorplan-Floor any Unsold Units</li> </ul>	<p><u>26<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> <li><input type="checkbox"/> Check Out of State tag site, any aged transactions? (if applicable)</li> </ul>	<p><u>27<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Email Weekly CIT List</li> <li><input type="checkbox"/> Email Weekly Heat Sheet</li> <li><input type="checkbox"/> Verify Chargeback Log up to date &amp; balance</li> <li><input type="checkbox"/> Verify F &amp; I products log up to date &amp; balance</li> <li><input type="checkbox"/> Review AR</li> </ul>
<p><u>28<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Pull Time Sheets</li> <li><input type="checkbox"/> Post &amp; Pay DMS Bill</li> </ul>	<p><u>29<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review SCH's w/ Staff</li> <li><input type="checkbox"/> Verify Sales Commission posted &amp; balance</li> </ul>	<p><u>30<sup>th</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Review Payroll</li> <li><input type="checkbox"/> Check staff hours</li> </ul>	<p><u>31<sup>st</sup> - Review Balance Sheet</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Positive Pay</li> <li><input type="checkbox"/> Email Weekly Bad Check Report</li> <li><input type="checkbox"/> Reconcile Petty Cash, cut check</li> <li><input type="checkbox"/> Last day to write checks</li> </ul>	<p><i>Always have fun, smile and remember:</i></p> <p><i>"The Speed of the Leader is the Speed of the Pack"</i></p>

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# QUARTERLY REMINDERS

1 <sup>st</sup> Qtr	Jan	Feb	Mar
	<p><b><u>Refer to YE Calendar</u></b></p> <ul style="list-style-type: none"> <li>➤ Order file storage boxes</li> <li>➤ Prepare for Year End <ul style="list-style-type: none"> <li>➤ Payroll Taxes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Verify SCH 48 (emp. ins. receivable) for terminated employees, must refund Section 125 within qtr with earnings</li> <li>➤ Audit Temp Tag Provider for Duplicate Temp Tags- Why? (if applicable)</li> <li>➤ Move and File away all prior years AP, deals and such</li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit Detail Company bills by Stock Number <ul style="list-style-type: none"> <li>➤ Tie out FAS to Books</li> <li>➤ Inspect Desk Manuals</li> </ul> </li> <li>➤ Review Parts and RO's for customer signatures <ul style="list-style-type: none"> <li>➤ Verify Workers Comp Class Codes Correct</li> </ul> </li> </ul>
2 <sup>nd</sup> Qtr	Apr	May	Jun
	<ul style="list-style-type: none"> <li>➤ Accounting Training</li> <li>➤ Audit Unclaimed Funds</li> <li>➤ Audit Temp Tag Provider for Duplicate Temp Tags- Why? Check Shared Files of staff - last time used? <ul style="list-style-type: none"> <li>➤ HR-401K Testing</li> </ul> </li> <li>➤ HR-Start to Prepare for Annual Benefits Renewal</li> <li>➤ File Unclaimed Funds Report and Submit \$ to State <ul style="list-style-type: none"> <li>➤ Payroll Taxes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit Dealer Plates <ul style="list-style-type: none"> <li>➤ Tie out FAS to Books-<i>Corp Controller</i></li> </ul> </li> <li>➤ Verify SCH 48 for terminated employees, must refund Section 125 within qtr with earnings</li> <li>➤ Run Current and Prior year active/terminated employees for 401K Class Code</li> <li>➤ Controller desk inspection for all accounting</li> <li>➤ Start to shop employee health benefits for 8/1 renewal</li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit Detail Company bills by Stock Number <ul style="list-style-type: none"> <li>➤ Audit Resale Certificates</li> <li>➤ Inspect Desk Manuals</li> </ul> </li> <li>➤ Review Parts and RO's for customer signatures <ul style="list-style-type: none"> <li>➤ HR-Mid Year 401K Testing</li> <li>➤ Start process for Open Enrollment</li> </ul> </li> </ul>
3 <sup>rd</sup> Qtr	Jul	Aug	Sep
	<ul style="list-style-type: none"> <li>➤ Verify All Vendors Insurance &amp; W-9's</li> <li>➤ Audit Temp Tag Provider for Duplicate Temp Tags- Why? Check Shared Files of staff - last time used? <ul style="list-style-type: none"> <li>➤ Open Enrollment Meetings for 8/1 Renewal <ul style="list-style-type: none"> <li>➤ Payroll Taxes</li> </ul> </li> </ul> </li> <li>➤ Verify Workers Comp Class Codes Correct</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accounting Training <ul style="list-style-type: none"> <li>➤ Tie out FAS to Books-<i>Corp Controller</i></li> </ul> </li> <li>➤ Verify SCH 48 for terminated employees, Must refund Section 125 within qtr with earnings</li> <li>➤ Send out customer letters on Unclaimed funds <ul style="list-style-type: none"> <li>➤ Open Enrollment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit Detail Company bills by Stock Number <ul style="list-style-type: none"> <li>➤ Inspect Desk Manuals</li> </ul> </li> <li>➤ Review Parts and RO's for customer signatures <ul style="list-style-type: none"> <li>➤ All day YE prep meeting</li> </ul> </li> </ul>
4 <sup>th</sup> Qtr	Oct	Nov	Dec
	<ul style="list-style-type: none"> <li>➤ Pre Audit AP for 1099 Info</li> <li>➤ Verify SCH for terminated employees, must refund Section 125 within qtr with earnings</li> <li>➤ Audit Temp Tag Provider for Duplicate Temp Tags- Why? <ul style="list-style-type: none"> <li>➤ HR-Pre YE 401K Testing</li> <li>➤ Payroll Taxes</li> </ul> </li> <li>➤ Make up next years Balance Sheet Folders</li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit Dealer Plates for Annual Renewal <ul style="list-style-type: none"> <li>➤ Tie out FAS to Books (Fixed Assets) - <i>Corp Controller</i></li> </ul> </li> <li>➤ Send out Sales Tax Certificate with all Payables <ul style="list-style-type: none"> <li>➤ Make up next years 12 Month End Folders</li> <li>➤ Check Shared Files of staff - last time used?</li> </ul> </li> <li>➤ Run Current and Prior year active/term employees for 401K Class Code</li> </ul>	<p><b><u>Refer to YE Calendar</u></b></p> <ul style="list-style-type: none"> <li>➤ Verify SCH 48 for terminated employees, must refund Section 125 within qtr with earnings <ul style="list-style-type: none"> <li>➤ Verify and Pay Sales YE Bonuses</li> <li>➤ Renew Dealer License</li> </ul> </li> </ul>

# YEAR END DECEMBER (DAYS ARE ADJUSTED PER YEAR)

<ul style="list-style-type: none"> <li>➤ <u>The December statement sent to the Manufacturer must reflect LIFO</u></li> <li>➤ <u>Any adjustments to earnings reflected on a 13<sup>th</sup> month entry will require you to make manual adjustments to the applicable Manager's pay.</u></li> <li>➤ <u>Book adjustments to departments P&amp;L on 12<sup>th</sup> stmt if possible</u></li> <li>➤ <u>YE postings to any open item account, receivable or payable, is NOT allowed, must be done in active month</u></li> <li>➤ <u>Refer to monthly reminders in addition to this YE tool</u></li> </ul>			1 <input type="checkbox"/> Verify RE Taxes have been paid	2 <input type="checkbox"/> Prepare YE Tech & Sales Christmas Sheets for GM/Owners approval	3
5 SUN	6	7 <input type="checkbox"/> Close Nov	8 <input type="checkbox"/> Process Weekly and EOM Payroll	9 <input type="checkbox"/> Remind GM/Owner of YE Christmas for Tech and Sales	10 <input type="checkbox"/> Send out new year resale certificate with all payables
12 SUN	13 <input type="checkbox"/> Run Special Payroll for Sales & Tech Christmas Bonus, pay date 12/15	14 <input type="checkbox"/> Confirm DSDA (document archiving) <input type="checkbox"/> EOM Nov	15 <input type="checkbox"/> Perform Vendor Audit in prep of 1099 run <input type="checkbox"/> Disburse Christmas pay <input type="checkbox"/> Process Weekly Payroll	16	17 <input type="checkbox"/> LIFO estimate due to Accountants
19 SUN	20 <input type="checkbox"/> Review SCH's (all) with Staff	21	22 <input type="checkbox"/> Process Weekly Payroll	23	24 <b>ACCOUNTING CLOSED-TBD</b>
26 SUN	27 <input type="checkbox"/> Pay All Employee Ins Bills	28	29 <input type="checkbox"/> Process Qtrly Owners Pay (if applicable) <input type="checkbox"/> Process Weekly Payroll	30 <input type="checkbox"/> Send copies of final pay check for Owner(s) & GM to CFO, copy in employee file	31 <input type="checkbox"/> Reconcile Petty Cash - replenish, sign off sheet in Petty Cash folder

# YEAR END

# JANUARY - PART 1

<b><u>2nd</u></b> <input type="checkbox"/> <u>Do Not Post</u> Standard Entries <input type="checkbox"/> PR-Make changes for Christmas expense Accts <input type="checkbox"/> Post last items to bank <input type="checkbox"/> Pay Mortgage <input type="checkbox"/> HR-Prepare prior year Owner(s) health insurance premiums paid by Company	<b><u>3rd</u></b> <input type="checkbox"/> Confirm all Factory Invoices posted <input type="checkbox"/> All N,U & WS deals to be posted <input type="checkbox"/> PR-Reconcile Owner(s)/GM personal earnings to W-2 <input type="checkbox"/> Bank Recs <input type="checkbox"/> Run AR statements	<b><u>4th</u></b> <input type="checkbox"/> Clean inventory, prepare for UV write down & YE inventory accruals, LIFO (Send UV inventory Corp Controller in excel) LIFO to Crowe <input type="checkbox"/> Floor Plan Recs <input type="checkbox"/> Copy factory invoices- 2 complete sets, tie to books <input type="checkbox"/> Download inventory for LIFO Cal	<b><u>5th</u></b> <input type="checkbox"/> Set posting flag <input type="checkbox"/> Fed X factory invoices to Accountant, email spreadsheet <input type="checkbox"/> Change F&I templates for any new year changes <input type="checkbox"/> Pay Owners Life Insurance <input type="checkbox"/> 4th Qtr Payroll Taxes and FUTA	<b><u>6th</u></b> <input type="checkbox"/> Finalize 12 <sup>th</sup> Statement <input type="checkbox"/> Post LIFO <input type="checkbox"/> Finalize 12 1/2 <sup>th</sup> Statement <input type="checkbox"/> Run Full set of schedules, journals, GL, trial balance to DSDA (document archiving) manually <input type="checkbox"/> <b>TRANSMIT STMT TO MANUFACTURE- MUST INCLUDE LIFO</b>
<b><u>9th</u></b> <input type="checkbox"/> Confirm DSDA (document archiving) of all books <b>BEFORE</b> posting 13 <sup>th</sup> <input type="checkbox"/> Verify YTD Earnings before posting 13 <sup>th</sup> <input type="checkbox"/> Post 13 <sup>th</sup> month entries (journal 89) doc# 13YYYY <input type="checkbox"/> Pay Floorplan Interest	<b><u>10th</u></b> <input type="checkbox"/> Post 13 <sup>th</sup> month entries <input type="checkbox"/> Post UC Write Down <input type="checkbox"/> Change Unemployment Rate on DMS	<b><u>11th</u></b> <input type="checkbox"/> Post 13 <sup>th</sup> month entries <b><u>NO MORE 13<sup>th</sup> Mo ENTRIES</u></b> <input type="checkbox"/> Scan Owners/GM-W-2's to Corp Controller (separate) copy in EMP file	<b><u>12th</u></b> <input type="checkbox"/> Print 13 <sup>th</sup> month Statement <input type="checkbox"/> Pre Audit YE "Box"- for store 1 <input type="checkbox"/> Audit AP for 1099 Run <input type="checkbox"/> Post any 13 <sup>th</sup> month entries to applicable YE spreadsheets	<b><u>13th</u></b> <input type="checkbox"/> Deep Breath, almost there ☺ <input type="checkbox"/> 12 <sup>th</sup> to 13 <sup>th</sup> Statement Reconciliation (special spreadsheet) - <i>Corp Controller</i>

# YEAR END

# JANUARY - PART 2

<b><u>16th</u></b> <input type="checkbox"/> Review Balance Sheet Box <input type="checkbox"/> Pre Audit Year End "Box"-Co2 <input type="checkbox"/> Confirm DSDA (document archiving)	<b><u>17th</u></b> <input type="checkbox"/> Review Balance Sheet Box <input type="checkbox"/> EOM and EOY	<b><u>18th</u></b> <input type="checkbox"/> Standard Entries-Review, make changes, post <input type="checkbox"/> Company X run 1099's for all stores	<b><u>19th</u></b> <input type="checkbox"/> COY - Send YE Box to COX <input type="checkbox"/> PR-Run W-2's - mail/handout	<b><u>20th</u></b> <input type="checkbox"/> Resume normal duty format
<b><u>23rd</u></b> <input type="checkbox"/> Auditors on Site <input type="checkbox"/> Be available to answer YE questions	<b><u>24th</u></b> <input type="checkbox"/> Auditors on Site <input type="checkbox"/> Be available to answer YE questions	<b><u>25th</u></b> <input type="checkbox"/> Auditors on Site	<b><u>26th</u></b>	<b><u>27th</u></b>
<b><u>30th</u></b>	<b>JANUARY -</b> <ul style="list-style-type: none"> <li>➢ Suggest to staff to work extended hours: Billers, AP, Incentive Clerk, during the week of the 3<sup>rd</sup>.</li> <li>➢ In order to meet these deadlines, you will need to pull bank, reserve, and floor plan statements down electronically</li> <li>➢ All 13<sup>th</sup> Month entries are to be saved in YE YYYY shared file , all posted in journal 89 JV13YYYY</li> <li>➢ Post auditors entries before closing Jan</li> <li>➢ Post 13<sup>th</sup> and Auditors Entries side to side, with defined explanation per entry, <i>NO general descriptions such as "YEAR END ENTRY"</i></li> </ul>			

# ADDITIONAL NOTES

## Statement distribution for Year End:

- ✓ 12th - ( No LIFO) Owners, GM,CFO, Controllers, Corporate Controller
- ✓ 12th1/2 - (With LIFO) CFO, Controllers, Corporate Controller, Factory, Bank
- ✓ 13th - Owners, GM, CFO, Controllers, Corporate Controller Accountants, Bank

## Statement distribution for Month End and required supporting documentation:

*To be defined*

## Success Tips

- ✓ Process everything through AP (except customer refunds and lien payoffs)
- ✓ Keep customer data base clean, only use one number for all customer activity
- ✓ Visit every desk, everyday