



QuickBooks Checklist – Calendar Year End

On or before January 10th, in addition to Monthly Tasks, all payments for services rendered need to be submitted to the AYSO National Office. If you need assistance with any of these or have questions, please contact Finance@AYSO.org and our team will be more than happy to assist you.

Bank Transactions:

- ☐ Are all transactions through 12/31/xx currently Categorized?
- ☐ Do All Expense Transactions through 12/31/xx have documentation attached?
- ☐ Do All Expense Transactions through 12/31/xx have a Payee listed?

Reconcile:

- ☐ Are all [Bank accounts reconciled](#) through 12/31/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 12/31/xx ?
- ☐ Attach Bill Spend & Expense Statement(s) to the Reconciliation and/or [save in the "My Accountant -> Shared Documents" section](#)

1099 Reporting:

All payments for Services need to be reported to the National Office. If you don't have a report that can help with this, please email Finance@AYSO.org and our team will be happy to help create one for you if needed.

Examples of services include but are not limited to:

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|---------------------|----------------------|-------------------------|
| • Lawncare / | • Camps/Clinics | • Pest Control |
| Mowing | • Port-a-potty | • Entertainment |
| • Printing services | Rentals | (DJs, etc.) |
| • Field striping | • Storage Facilities | • Referees (if not paid |
| • Bookkeeping | • Catering Services | through Stack |
| • Coaches/ Trainers | • Cleaning Services | Officials) |

- ☐ Download and complete the template found here: [AYSO 1099 User Guide](#)
- ☐ Send completed template and Vendor W9s to Finance@AYSO.org