

QuickBooks Check-up Checklist

QuickBooks Helpline

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Hours: Monday, Tuesday, Thursday 10-3
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-Where does QuickBooks file start?

- It starts with the budget.
- Toksook Bay Budget Example
- Here is the Chart of Accounts
- Here is the Class List

-Chart of Accounts Red Flags

- Do the account names match the budget?
- Are there extra accounts that are not in the budget?
 - Can you merge accounts?
 - Can you rename accounts?
 - Can you make accounts that are no longer used inactive?

-Match the Chart of Accounts to the Budget

-Match the Class List to the Budget

-Look over the Balance Sheet

- Print a Balance Sheet
- #1 thing you can do to clean up the Balance Sheet--reconcile the bank accounts

-Balance Sheet Asset Red Flags

- Negative numbers
- Bank accounts with screwy balances
 - Reconcile all bank accounts and the Safe.
 - Research old transactions that will never come through and deal with them correctly.
- Safe balances that do not match the amount in the Safe
 - Count the money and adjust the Safe Balance by writing a check or making a deposit to the Safe
- Large numbers in Accounts Receivable
 - Print the Open Invoices Report or the Customer Balance Summary Report.
 - Who owes what—share it with the Council and develop a strategy to get folks to pay.
 - Are there some customers that have moved or passed that can be written off? You must get council permission to do this.
- Large numbers in Employee Advances
 - Look at the Register to see who has not paid or who is overpaid.
 - Print the Register and cross off matched pair, or export it to an Excel Spreadsheet to see who has not paid the advances back.
- Large numbers in Undeposited Funds
 - Has the money been deposited in another way?
 - You CANNOT delete customer payments!

-Balance Sheet Liability Red Flags

- Accounts Payable: Do I really owe this amount of money? Have I paid some of these bills as Checks?
 - Print the Unpaid Bills Report
 - Go to Pay Bills—Show all Bills
- Large numbers in Payroll Liabilities mean that you are either behind in your payroll taxes or that you have been paying them incorrectly in QuickBooks.
 - Create Custom Liability Payments to see if any taxes are actually overdue.
 - Pay Child Support that is overdue—this is not your money.
 - Look at each individual liability account to see why they are not decreasing.
- Bulk Fuel Loans with large numbers even though you have made regular payments
 - Look at Bulk Fuel Loan Register to see if loan amount is decreased each time a payment is made.

-Balance Sheet Equity Red Flags

- Is Retained Earnings negative?
 - This means that you are losing money over time from prior years. Eventually you will go out of business.
- Is Net Income negative?
 - Let the Council know that you have to increase revenues or decrease expenses or both!

Examine the Profit and Loss

- Print the Profit and Loss Unclassified.
- Class all of the Unclassified Transaction.
- Print the Profit and Loss by Class.
- Are the Classes in the Profit and Loss the ones that are currently active?
- If there are classes that are no longer used move the transactions to the correct class.

-Profit and Loss Income Red Flags

- Are there any Income accounts that have unusually large or small numbers?
- Do you have income accounts for small sources of income such as fax/copies or animal licenses?
- Are there accounts that have ---Other after the name?

-Profit and Loss Expenses Red Flags

- Are there expense accounts called :
 - Child Support
 - Store Purchases
 - Reconciliation Discrepancies
- Employee Advances
- Cash/Check Exchange
- NSF Checks?
- These transactions need to be edited.
- Are there accounts that have ---Other after the name?

-Best Practices in your QuickBooks file

- Clean up the Class List to match the budget.
- Clean up the Chart of Accounts to match the budget.
- Pay overdue payroll liabilities or refer them to us.
- Help them reconcile the Bank Accounts and Cash Tills. (Home Screen....Reconcile)
- Advise them to Enter Bills into QuickBooks the day they arrive.
- Analyze the Balance Sheet and Profit and Loss for further issues.

	Admin./Finance	Council	Garbage/Landfill	Roads	Water, Sewer, Garb...	TOTAL
Income						
Federal Income	12,865.80	0.00	0.00	0.00	0.00	12,865.80
Government Revenues						
AK Community Assistance Progr...	77,417.33	0.00	0.00	0.00	0.00	77,417.33
Forrest Receipts	8,700.00	0.00	0.00	0.00	0.00	8,700.00
Payment In Lieu of Taxes	84,838.38	0.00	0.00	0.00	0.00	84,838.38
Total Government Revenues	170,755.71	0.00	0.00	0.00	0.00	170,755.71
Local Govt. Revenue						
Animal License Fees	25.00	0.00	0.00	0.00	0.00	25.00
ATM Service Fees	1,210.00	0.00	0.00	0.00	0.00	1,210.00
Donation Income	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Fax/Copy Fees	6.00	0.00	0.00	0.00	0.00	6.00
Fish Box Tax Revenue	12,800.00	0.00	0.00	0.00	0.00	12,800.00
Garbage User Fees	22.69	0.00	2,811.56	0.00	11,978.12	14,812.37
Harbor User Fees	1,850.00	0.00	0.00	0.00	0.00	1,850.00
Hotel/Motel Bed Tax Revenue	5,763.06	0.00	0.00	0.00	0.00	5,763.06
Miscellaneous Income/Fees	300.00	0.00	0.00	0.00	0.00	300.00
Sales Tax Revenue	174,609.75	0.00	0.00	0.00	0.00	174,609.75
Sanding/Plowing Fees	0.00	0.00	0.00	50.00	0.00	50.00
Sewer User Fees	20.92	0.00	0.00	0.00	14,175.73	14,196.65
Shop/Equipment Rental Fees	1,415.00	0.00	0.00	0.00	0.00	1,415.00
State Road Maintenance	0.00	0.00	0.00	150.00	0.00	150.00
Tire Change Fees	210.00	0.00	0.00	75.00	0.00	285.00
Water User Fees	41.39	0.00	0.00	0.00	32,522.15	32,563.54
Total Local Govt. Revenue	198,273.81	0.00	2,811.56	275.00	60,676.00	262,036.37
Total Income	381,895.32	0.00	2,811.56	275.00	60,676.00	445,657.88
Gross Profit	381,895.32	0.00	2,811.56	275.00	60,676.00	445,657.88
Salaries						
105-5168 Sander-Truck	0.00	0.00	0.00	50.00	0.00	50.00
Salaries - Other	51,673.49	0.00	0.00	250.25	13,889.73	65,813.47
Total Salaries	51,673.49	0.00	0.00	300.25	13,889.73	65,863.47
Salaries--Garbage						
Salaries--Garbage	0.00	0.00	10,219.17	0.00	0.00	10,219.17
Salaries--Landfill Attendant	0.00	0.00	5,649.25	0.00	0.00	5,649.25
Salaries--Landfill Labor	0.00	0.00	0.00	128.25	0.00	128.25
Salaries--Roads	0.00	0.00	0.00	8,605.60	0.00	8,605.60
Salaries--Water Operator	0.00	0.00	0.00	0.00	12,953.41	12,953.41
Salvation Army Church Project	0.00	339.00	0.00	0.00	0.00	339.00
Scholarship Fund Contribution	2,000.00	0.00	0.00	0.00	0.00	2,000.00
SE Conference Dues	0.00	350.00	0.00	0.00	0.00	350.00
Sick/Annual Leave	4,065.60	0.00	0.00	812.00	192.00	5,069.60
Stipends	0.00	4,550.00	0.00	0.00	0.00	4,550.00
Subscription Fees and Dues	25.00	0.00	0.00	0.00	0.00	25.00
Telephone	2,529.12	0.00	0.00	0.00	0.00	2,529.12
Tools and Equipment	0.00	0.00	0.00	118.95	182.28	301.23
Travel	26.96	0.00	0.00	0.00	926.95	953.91
Vehicle Fuel	0.00	0.00	1,555.26	2,751.83	839.72	5,146.81
Wastewater Discharge Permit	0.00	0.00	250.00	0.00	7,920.00	8,170.00
Water Testing Fees	0.00	0.00	0.00	0.00	1,934.25	1,934.25
Workshop and Conference Fees	0.00	0.00	0.00	0.00	40.00	40.00
Total Expense	148,160.77	8,304.27	20,877.83	23,223.25	75,596.59	276,162.71
Net Income	233,734.55	-8,304.27	-18,066.27	-22,948.25	-14,920.59	169,495.17

Sample File
Balance Sheet
As of April 14, 2022

Apr 14, 22

ASSETS	
Current Assets	
Checking/Savings	
100-1000 Checking - Wells Fargo	372,247.08
Desk Drawer	254.45
Employee Utility Payments	-954.00
Savings	19,961.96
Total Checking/Savings	391,509.49
Accounts Receivable	
Accounts Receivable	
100-1120 AR Rentals	62,769.44
201-1120 AR Water	439,619.17
202-1120 AR Garbage	209,122.96
203-1120 AR Sewer	237,323.22
204-1120 AR CATV	17,886.65
205-1120 AR Boat Stalls	58,688.63
AR Sales Tax	-5,565.58
Accounts Receivable - Other	-30,821.56
Total Accounts Receivable	989,022.93
NSF Fee	54.00
Total Accounts Receivable	989,076.93
Other Current Assets	
101A-6000 Employee Advance	8,321.95
101B-6000 Amts Owed to City	-2,169.69
Undeposited Funds	6,143.16
Total Other Current Assets	12,295.42
Total Current Assets	1,392,881.84
TOTAL ASSETS	1,392,881.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	-5,721.53
Total Accounts Payable	-5,721.53
Other Current Liabilities	
Direct Deposit Liabilities	7,266.71
Payroll Liabilities	
CSED	965.60
ESC--Company	19,338.08
ESC--Employee	4,868.63
Federal Withholding	55,796.31
Medicare	27,326.96
Northern Credit	350.00
Social Security	123,321.36
Payroll Liabilities - Other	18,321.60
Total Payroll Liabilities	250,288.54
Total Other Current Liabilities	257,555.25
Total Current Liabilities	251,833.72
Total Liabilities	251,833.72
Equity	
Salmon River Fund Balance	-67,337.60
Opening Balance Equity	105,956.26
Retained Earnings	1,102,429.46
Total Equity	1,141,048.12
TOTAL LIABILITIES & EQUITY	1,392,881.84