

Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All department members will receive points based on their completion of their required tasks

Accounting Department

Company _____

Task 1.0: Year End Payroll Report

Print and hand out the May paychecks and then generate a 2018-19 Fiscal year Payroll report the payroll amounts based on all deductions for state and federal payroll with holdings, commissions from sales, sick leave violations, and any employee benefits deductions for the fiscal year. In this report include the payroll sheets for each paycheck that has been issued this from November-April, this is company VE fiscal year. Start a new payroll sheet and name is Fiscal Year 19-20 and clear all months and record the payroll information from May 2019. This is the payroll file that will be used for the second year of the company. Give the final payroll numbers to the employee working on Task 5. Upload your finished Payroll reports to the company drive Accounting → Payroll so the files are ready when you return form summer.

_____ 5pts **Evidence 1.1: 2018-2019 Fiscal Year Payroll report → Canvas Final**

Payroll Associate

_____ 5pts **Evidence 1.2: Fiscal Year 19-20 Payroll report → Canvas Final**

Payroll Associate

Task 2.0 Monthly Banking

Verify that all employees have paid their April personal finances in the Network Bank. This month includes 4 purchases from different companies. Record of bills were paid on-time, late or not at all. Create a payment grid to track each employee and submit the completed tracking sheet. If people have failed to pay bills or have paid them late, you will need to assess them a finance charge, remove the finance charge from their bank accounts. Create a report showing how much was charged to employees. All bills needed to be paid by May 10th, they are consider late after that date. Download the company bank statement showing the paid company bill and expenses from April send a copy to the chief officers. Upload your finished tracking sheet & bank statement to the company drive Accounting → Banking so the files are ready when you return form summer.

_____ 5pts **Evidence 2.1: Final Bank Tracking sheet and finance charge report → Canvas Final**

Bank Manager

_____ 5pts **Evidence 2.2: Company Bank Statement (Excel) → Canvas Final**

Bank Manager

Task 3.0 Collections and Bad Debt

At this point there is very little chance that people will be paying their bills from purchases from your company. This amount needs to be reported on our April income statement as Bad Debt, Do one final review of the bank statement and make sure that you have not missed a payment and then calculate the amount of people that have not paid and have that total be used on the bad debt line in the income statement for April. Upload your finished statement to the company drive Accounting.

_____ 10pts **Evidence: Final Accounts Receivable statement → Canvas Final**

Collections Associate

Task 4.0 Company Accounting Reports

With the company books closing on April 30th, you will be working to reconcile the company accounting file so that you have completed the Balance sheets and incomes statements for May 2018 - April 2019. The reports should match up with the bank statements for each month. Upload the finished statements to the company drive Accounting.

_____ 10pts **Evidence: Accounting Reports → Canvas Final**

Chief Financial Officer

Task 5.0 Annual Report: Financial Statements and Supporting Documents

Go to the Annual report section in the VEI portal. Open the Annual Report Rubric and review the Management Discussion & Analysis : Financial Performance section and Supporting Documents Section. Complete this section and forward the completed tasks to your chief officers so they can add it to the company annual report. Send below items to the chief officers for inclusion in the annual report.

_____ 5pts **Evidence 5.1: Financial Performance Write Up → Canvas Final**

Chief Financial Officer

_____ 5pts **Evidence 5.2: Loan and Amortization Table → Canvas Final**

Chief Financial Officer

Task 6.0: Accounting Archive Files

Upload all Accounting files to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: All the above tasks and Company Bank Statement (Excel) Loan and Amortization Table

_____ 10 pts **Evidence: All department files saved to Google drive → Teacher Observation**

Employee responsible for this task