

Accounting Department

Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An email will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

Task 1: Company Payroll:

Print and handout the December 1st & 15th Paychecks will reflect the pay period that ended 2 weeks prior to the issue date of the paycheck. Process and print company paychecks Print the December payroll report and put it in the accounting binder and upload the payroll file to the company Google Drive and submit it in Canvas. You will also be calculating the yearly earning for all company employees in a tax special project. See your teacher on how to complete this. The results will be used for company generated W-2 forms handed out to employees in January.

5pts Evidence: December 1st & 15th Paychecks issued: → Teacher Observation

5pts Evidence: December Payroll Report → Accounting Binder & Uploaded to company drive

5pts Evidence: Employee Yearly Earning → Accounting Binder & Uploaded to company drive

Task 2. Personal Banking Tracking:

Download the Bill Tracking file from the Task Matrix. You will use this each month to record if employees have paid their bills in the bank. Add all employees to the file, alphabetically by last name. Then log into each employee's bank account and confirm that they have paid all their required bills for October. Record if they have a record of purchasing from another company. Record each purchase. Each employee was required to purchase from 4 different companies.

10pts Evidence: Bill Tracking sheet for October → Canvas Final Tasks

Task 3. Company Expenses and Bill Payment:

Pay all monthly company bills in the firm bank. Complete the expense sheet and pay the bills as they appear on the expense sheet. Submit the expense sheet to Canvas.

10pts Evidence: Bill Tracking sheet for October → Canvas Final Tasks

Task 4. Quickbooks November:

Working with the bank detailed summary input all transactions from the bank into Quickbooks through the end of November. Print the Profit/Loss report and Balance sheet for November and add them to the accounting folder. Submit digital copies to the company Google drive and Canvas for verification

5pts Evidence: Profit/Loss & Balance sheet → Canvas Final Tasks

10pts Evidence: Quickbooks Updated through November → Teacher Observation

Task 5. Junior Company Mentorship:

Multiple times each week, check-in with the junior **accounting department** to see how they are doing with their tasks and answer any questions they have concerning their December 1-2 series of tasks. Focus in with the banker so they know how to check bills paid by employees and how to record the information for the employee bank accounts. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts Evidence: Signed by junior Chief Financial Officer _____ December week 1

5pts Evidence: Signed by junior Chief Financial Officer _____ December week 2