

**SCHEIBE ACCOUNTING L.L.P.**

1881 KANSAS SE  
HURON, SD 57350

**Certified Public Accounting**

TELEPHONE (605) 352-5171  
TOLL FREE 1-866-280-9070  
FAX (877) 225-6894

**Year End Checklist**

(Please send the following info to us as of December 31st)

- Cash On Hand
- Petty Cash
- Accounts Receivable Balance
- NSF Checks Held for Collection
- Merchandise Inventory
- Accounts Payable (list separately)
- Notes Payable (list separately)