Year-End Wrap-Up & Tax Season Checklist

Start with whatever matters most to your center and check each box as you go. Every task links to a step-by-step article.

1 Close out your books

Check balances, reconcile payments, and finalize your records.

- ☐ **Find outstanding balances with the Family Balance Report** (filter by Unpaid Balance) • Family Balance Report
- ☐ **Run a Categorized Transaction Summary for each quarter and the full year** (choose any date range) • Categorized Transaction Summary
- ☐ **Reconcile your payment processing deposits** • Reconciliation Guidance | Payment Reconciliation Webinar
- ☐ **Review subsidy accounts and write off remaining balances** (if applicable) • Subsidy Accounts

2 Get ready for tax season

Families need accurate records for taxes and reimbursement.

- ☐ **Encourage families to print their own tax statements** (available in January) • Tax Statement Guide for Parents
- ☐ **Email a Tax Statement to individual families as needed** • Email a Tax Statement
- ☐ **Remind families they can generate a statement anytime** (any date range, up to 12 months) • Statement Guide for Parents | Email a Statement

STATEMENT OR TAX STATEMENT?

Statement: Choose any date range up to 12 months. It opens as a PDF you can download or print, or you can email it to parents.

Tax Statement: A year-end summary for tax filing and reimbursement programs. Choose the year and email it to parents.

Good to know: Families can create both anytime from their Procare account, even for students who are inactive, on hold, or graduated.

3 Prepare your families

A little preparation now makes the new year smoother.

- ☐ **Share how families can update their payment method** • Change Payment Method
- ☐ **Ask families to keep their information current** (turn on the family edit setting first) • Allow Parents to Edit | Edit Family Information
- ☐ **Show families how to add parents and authorized pickups** • Add Parents & Authorized Pickups
- ☐ **Remind families they can upload documents** • Upload Documents

4 Plan for the new year

Year-end planning gives you clarity and control.

- ☐ **Forecast room transitions and availability** • RoomRunner Dashboard | Student Age Forecasting | Drop-In Availability
- ☐ **Make bulk updates for classroom transitions** • RoomRunner Move Plans | Student Enrollment Status | Transition Rooms
- ☐ **Review your enrollment pipeline** • Manage Leads | RoomRunner Waitlist Recommendations
- ☐ **Update your registration and inquiry forms** • Create, Edit, and Share Registration Forms
- ☐ **Update recurring billing plan rates or apply an increase** • Edit Recurring Plans | Edit Plan Templates
- ☐ **Learn something new** • Register for a Training Session | Watch On-Demand Training



TUCKER CHAT

Reach out to Tucker for questions and support!

Log in to Procare Online. Click Tucker in the bottom right corner. Tucker provides AI-powered answers anytime, with the option for live support during business hours: Monday - Friday, 7 a.m.- 7 p.m. ET.