



Year-End Small Business Accounting Checklist

Schedule Year-End Meetings:

Tax CPA:

Schedule a year-end planning session with the business's CPA for tax planning (estimated liability, deductions or credits, and strategies for reducing tax liabilities for the upcoming year). Aim for early October, if possible, to ensure at least 9 full months of data is available for analysis.

Bookkeeping Firm:

Schedule a session with your team member or Nesha to review 2023 results, discuss 2024 goals. This meeting may need to take place in October-November to allow time for review, in time to make any decisions that will impact year end results. Having a mid-year meeting is also suggested.

Tax Compliance:

Update employee and vendor information for IRS reporting purposes.

This includes collecting W9 forms for vendors that will receive a 1099, rather than waiting until right before the due date to send 1099s (some of which are due January 31st). Chances are that new vendors have been added over the year and/or some vendors have had an address change. The same goes for updating W-2 information for employees.

Human Resource and Payroll:

Coordinate with payroll software providers.

Ensure correct tax withholding and deductions. After the final payroll run, for example,

make any W2 adjustments necessary for things like Officer's health insurance or personal use of company auto. We help with this.

- Calculate and address year-end bonuses.** Update bonuses and other performance-related payouts in the payroll system.

- Update revised unemployment insurance.**

Make changes in the payroll system according to state law. You should get a letter in the mail at the end of the year for the new year if there is a rate change.

- Inventory and Assets:**

- Set a date to conduct a thorough year-end inventory.**

Adjust books as necessary once done. We do this for you.

- Evaluate obsolete or unsalable inventory.**

Write off unsalable inventory. If possible, sell scrap inventory or other waste components. We do this for you.

- Update the fixed assets register.**

Make sure all disposals are recorded, add any new additions, and make necessary adjustments. We do this for you.

- Miscellaneous Items:**

- Make loan adjustments.**

Confirm the loan balance matches the most recent statement and make adjustments if needed. We do this for you.

- Perform a detailed analysis of all balance sheet accounts.** Ensure all balances are correct and current.

We do this for you.

- Record accrual entries.**

Record expenses or revenues incurred or earned but not yet paid or received. If paying taxes on a cash basis, accrual journal entries are not needed. We do this for you.

- Document Management:**

- Maintain a clear paper trail by matching transactions with corresponding documents.**

Keep these in a physical or e-filing system. Receipts, bills, packing slips, etc. should be matched with their corresponding transactions.

Pull year-end statements.

Download and securely store digital copies of bank statements, payroll reports, and other financial documents. We do this for you.

File and organize essential business documents.

Leases and vendor contracts, asset purchases, employee hiring contracts would all fall in this category.

Financial Planning and Reporting:

Develop a comprehensive budget for the following year.

Integrate it into the accounting system. We can help input budget information into Quickbooks Online for you for a nominal additional fee.

Review pricing of products and services.

Review product and services prices based on market trends and profitability and determine whether they should change in the next year.