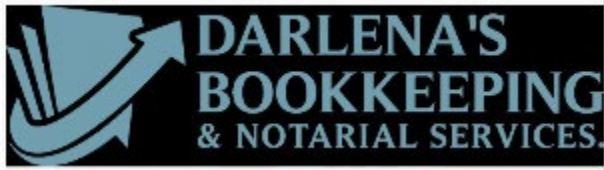


# Year-End Bookkeeping Checklist for Small Businesses






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Helping Small Business Owners Simplify Their Finances

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## 1. Reconcile Accounts




- Bank accounts 
- Credit card accounts 
- Loans/lines of credit 

 **Tip:** Ensure all transactions are categorized correctly.



 *QuickBooks can help simplify reconciliation: <https://quickbooks.intuit.com/online/>  
“Ask me about getting QuickBooks Online at a discounted price through my ProAdvisor account.”*


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## 2. Review Accounts Receivable




- Check unpaid invoices 
  - Follow up on overdue payments 
  - Write off any bad debts 
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## 3. Review Accounts Payable




- Enter all bills 
- Pay outstanding invoices 

- Record accrued expenses 
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#### 4. Update Inventory (if applicable)

- Count physical inventory 
  - Update your accounting software 
  - Record write-offs/adjustments 
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#### 5. Review Payroll & Employee Records




- Confirm all W-2s/1099s 
- Verify hours and payroll taxes 
- Review benefits & retirement contributions 

💡 QuickBooks Payroll can save time: <https://quickbooks.intuit.com/online/>

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#### 6. Prepare Financial Statements

- Profit & Loss statement 
- Balance Sheet 
- Cash Flow statement 

💡 Compare current year to last year to spot trends.

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#### 7. Review Tax Deductions & Expenses

- Double-check deductible business expenses 
- Categorize expenses correctly 
- Document charitable contributions 

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## 8. Check Fixed Assets & Depreciation

- Record new assets ✓
- Calculate depreciation ✓
- Remove sold/disposed assets ✓

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## 9. Close Out the Books

- Make adjusting entries ✓
- Verify all income and expenses ✓
- Close temporary accounts ✓

💡 QuickBooks helps automate year-end close: <https://quickbooks.intuit.com/online/>

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## 10. Backup Your Records

- Backup accounting software ✓
- Store financial statements securely ✓
- Keep digital & physical copies ✓

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## 11. Plan for Next Year

- Review business budget ✓
  - Set financial goals ✓
  - Schedule quarterly bookkeeping check-ins ✓
  - Identify process improvements ✓
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### **Optional Tips**

- Update vendor/customer info
  - Verify contracts & subscriptions
  - Evaluate software efficiency
- 

### **Call-to-Action (Bottom of PDF)**

“Simplify your bookkeeping and save time with QuickBooks Online!

Click here to get started: <https://quickbooks.intuit.com/online/>

*“Ask me about getting QuickBooks Online at a discounted price through my ProAdvisor account.”*