

Year-End Bookkeeping **CHECKLIST**

Steps to Prepare for Closing the Year:

- Check Report Settings for Cash or Accrual
- Print Profit & Loss and Balance Sheet
- Review Transactions
 - Check for negatives
 - Check for mis-postings
- Reconcile All Accounts
 - Check for uncleared transactions
 - Ensure petty cash transactions have physical receipts
- Check Undeposited Funds
- Review Fixed Asset Activity
- Review Payroll Liabilities
- Review Customer Deposits
- Review Loans & Lines of Credit
- Investigate any old Accounts Receivable and Accounts Payable
- Review Distributions and Draws
- Prepare and Send 1099's



Bookkeeping



Consulting



Reporting



Support

Contact us today to build a personalized action plan to help improve and maintain your small business's financial health.



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