

# CLOSING THE BOOKS WITH CONFIDENCE: THE ULTIMATE YEAR-END ACCOUNTING CHECKLIST FOR SAVVY BUSINESSES



1  
RECONCILE YOUR  
ACCOUNTS



2  
REVIEW ACCOUNTS  
RECEIVABLE



3  
INVENTORY  
MANAGEMENT



4  
ANALYZE FINANCIAL  
STATEMENTS



5  
FIXED ASSETS &  
DEPRECIATION



6  
PREPARE FOR  
TAX FILING



7  
REVIEW PAYROLL  
RECORDS



8  
EXPENSE CHECKS  
& ACCRUALS



9  
UPDATE THE BUDGET



10  
PLAN FOR THE  
FUTURE



11  
FILE &  
DOCUMENT



12  
CONSULT WITH YOUR  
ACCOUNTANT



13  
CLOSING  
ENTRIES



14  
BACK-UP YOUR  
DATA