



NO STRESS YEAR-END BOOKKEEPING CHECKLIST



CPA COLLECTIVE
INFORMATIONAL GUIDE



BOOKKEEPING CHECKLIST

- Reconcile all bank and credit card accounts
- Review A/R aging summary for accuracy and write off any uncollectible accounts
- Perform a physical inventory count if applicable
- Review fixed asset additions; expense amounts below your company's capitalization threshold
- Review A/P aging summary for accuracy and investigate old/unusual accounts
- Reconcile year end debt balances to loan statements
- Review equity accounts for accuracy; reclassify prior year income and distributions to retained earnings or partners capital
- Reconcile payroll and payroll tax expense to year end payroll reports
- Reconcile interest expense to year end loan statements
- Review "miscellaneous" and "ask my accountant" expense accounts for items that can be reclassified
- Gather W-9's for contractors and review contractor payments report for errors
- You did it, give yourself a hug!

