

YEAR END CHECKLIST

CUSTOMERS

- REVIEW ACCOUNTS RECEIVABLE BALANCES – CLEAN UP UNCOLLECTIBLE BALANCES
- CLEAN UP CUSTOMER LIST – WHO CAN BE REACTIVATED, WHO SHOULD BE REMOVED FROM LIST

VENDORS

- REVIEW ACCOUNTS PAYABLE BALANCES, PAY ALL ITEMS THAT ARE DUE
- COLLECT W9s ON ALL VENDORS PROVIDING SERVICES AND CONTRACT WORKERS
- PREPARE 1099s FOR ALL QUALIFYING VENDORS AND CONTRACT WORKERS

PAYROLL

- CONFIRM ALL EMPLOYEE INFORMATION & HAVE THEM FILL OUT NEW W4 FOR NEXT YEAR
- CONFIRM THAT OWNER MEDICAL IS RECORDED IN PAYROLL AND WILL SHOW CORRECT AMOUNT ON W2
- FILE NECESSARY FEDERAL AND STATE PAYROLL TAX FORMS
- UPDATE WITHHOLDING RATES FOR NEW YEAR

ACCOUNTING

- RECORD ALL TRANSACTIONS
- RECONCILE ALL BANK, CREDIT CARD & LOAN STATEMENTS THROUGH DECEMBER 31.
- REVIEW PROFIT AND LOSS STATEMENT RESEARCH ANY ITEMS THAT DON'T LOOK CORRECT
- REVIEW BALANCE SHEET AND CONFIRM BALANCES
- SET BUDGET FOR NEW YEAR



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