BEAM

BOOKKEEPING

A clearer close to the year.

Your practical year-end bookkeeping checklist

- [ ] **Reconcile every account**

  Match bank and credit-card balances to statements; resolve differences.

- [ ] **Organize supporting records**

  Gather receipts, invoices, statements, and missing transaction details.

- [ ] **Review outstanding balances**

  Check unpaid customer invoices and vendor bills for accuracy.

- [ ] **Separate business and personal activity**

  Identify owner contributions, distributions, and mixed-use transactions.

- [ ] **Review transaction categories**

  Look for duplicates, uncategorized entries, and unusual balances.

- [ ] **Gather payroll and contractor records**

  Have records ready for your payroll provider and CPA to review.

- [ ] **Document assets, loans, and inventory**

  Collect purchase and loan records; confirm inventory counts if applicable.

- [ ] **Review reports with your CPA**

  Discuss open questions and year-end adjustments before finalizing books.

Need a steady hand with your books?

Request a complimentary consultation. English & Spanish.

beambookkeeping.com | info@beambookkeeping.com | 786-301-5348

A records-preparation guide. Coordinate tax filings and payroll requirements with your CPA and payroll provider.