AH Bookkeeper

Year-End Bookkeeping Checklist for US Small Businesses

Review checklist | General bookkeeping information

01. Bank reconciliations

Match each statement and document outstanding deposits and payments.

02. Credit-card reconciliations

Match purchases, payments, refunds and fees to each statement.

03. Uncategorized transactions

Resolve items with receipts and owner clarification.

04. Duplicate transactions

Check bank-feed entries against recorded invoices, receipts and payments.

05. Owner contributions and draws

Separate owner activity from business income and operating expenses.

06. Accounts receivable

Review unpaid invoices, credits and collections; ask about disputed balances.

07. Accounts payable

Review unpaid bills, credits and missing supplier documents.

08. Inventory review

If applicable, review counts and slow-moving stock; discuss valuation with your accountant.

09. Fixed-asset records

Gather purchase, disposal and supporting records for professional review.

10. Loan balances

Compare principal balances to lender statements and separate interest.

11. Payroll records

Match payroll summaries and related payments; refer filing questions to the payroll or tax professional.

12. Contractor records

Organize payee and payment records securely for review by your tax professional.

13. Profit & Loss

Review unusual balances and period completeness.

14. Balance Sheet

Review cash, receivables, payables, loans and owner equity.

15. Transaction detail

Prepare the agreed period detail and supporting schedules.

16. Questions for your CPA or tax professional

List unresolved treatments, tax questions and missing records; confirm applicable requirements with them.

17. Secure document sharing

Use approved secure channels and proper user invitations. Never share passwords.

This checklist provides general bookkeeping information and is not tax, legal, audit, assurance, or investment advice. Tax requirements and filing decisions should be discussed with an appropriately qualified US tax professional.

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