

SMALL BUSINESS

Year-End Financial Checklist

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| 1 Review Outstanding Bills & Invoices | <ul style="list-style-type: none">○ Review what you owe and who owes you○ Pay outstanding bills before the end of the year○ Write off aged invoices that most likely won't get paid |
| 2 Review Expenses | <ul style="list-style-type: none">○ Ensure all expenses are properly categorized○ Review expenses over \$2500 – these could actually be an asset |
| 3 Reconcile Accounts | <ul style="list-style-type: none">○ Reconcile all bank and credit card accounts○ Review and reconcile all balance sheet accounts○ Record accrual for any anticipated liabilities |
| 4 Prepare to File W-2s for Employees | <ul style="list-style-type: none">○ Review all employee social security numbers and addresses○ Make sure you recorded all payrolls○ Verify employee wages, benefits, and deductions○ Prepare to pay any year-end bonuses |
| 5 Prepare to File 1099s for Vendors | <ul style="list-style-type: none">○ Collect missing W-9 forms○ Review all vendors paid over \$600 for the calendar year○ Verify current mailing address and EIN #s for each vendor○ 1099s are due 1/31/2022 so plan accordingly |
| 6 Inventory | <ul style="list-style-type: none">○ Print and post all transactions, transfers, and adjustments○ Complete a physical inventory count that ensures a clean inventory record for starting 2022○ Last day of business run and print valuation report |
| 7 PPP, ERTC, SVOG, City and Government Grants, Etc.
If your business received funds from one of the many government assistance programs available since the onset of COVID, there are additional tax planning steps you must take. | <ul style="list-style-type: none">○ Gather your 941 and 941x returns for your tax person to understand your Employee Retention Tax Credits○ Review guidelines to understand what is and is not tax deductible – each program has distinct rules that must be followed○ Confirm if any amendments were made to 2020 requirements and if so, amend your tax filings accordingly○ Prepare calculations, including your forgiveness loan amount and allowable expenses, to understand your federal and state tax liabilities |
| 8 2022 Tax Planning
These tasks should be completed long before the end of 2022. | <ul style="list-style-type: none">○ Know and calendar all important tax deadlines○ Identify problems from 2022 and set new goals for 2023○ Meet with your finance team and/or CPA to plan what you can do this year to decrease your tax liabilities○ If you have tax liabilities, review items that you need to purchase before year-end |
| 9 2023 Planning
It's never too early to start thinking about the coming year. | <ul style="list-style-type: none">○ Request 2023 goals and budgets from all department heads○ Meet with your teams to review their goals and budgets to make sure they have the funds they need to meet their goals○ Finalize sales, finance, and operations goals and complete your 2023 budget |