

YEAR-END BOOKKEEPING CHECKLIST

This checklist is designed to be your simple roadmap for closing out the year.

You will use two statuses:

Pending: Use this status when a task is in progress. This is your "I'm working on it" or "I'm waiting on something" status.

Done: Use this status only when a task is 100% complete, verified, and requires no further action.

TASK	STATUS	
• Reconcile All Accounts	Pending ☐	Done ☐
• Review Receivables and Payables	Pending ☐	Done ☐
• Check Payroll and Contractor Records	Pending ☐	Done ☐
• Review Assets and Depreciation	Pending ☐	Done ☐
• Inventory Review	Pending ☐	Done ☐
• Make Adjusting Entries	Pending ☐	Done ☐
• Review Financial Reports	Pending ☐	Done ☐

NOTES :



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