



STRENGTH IN NUMBERS
Your Remote Finance & Marketing Team



No Balance Left Behind

NO-STRESS YEAR-END BOOKKEEPING *Checklist*



Brought to you by Strength in Numbers,
Your Remote Finance Team

Closing out your business finances for the year doesn't have to be overwhelming. This checklist breaks down what you need to do each month, along with a few ongoing tasks to keep in mind, so you can stay organized, avoid surprises at tax time, and start the new year with clarity and confidence!

SEPTEMBER

Checklist



September is the perfect time to clean up your books!

Refresh your Chart of Accounts, fix any inconsistencies, and make sure your categories still reflect your business operations and tax needs.

MONTHLY ONGOING TASKS

- ☐ Reconcile all bank, credit card, and loan accounts
- ☐ Categorize all transactions correctly
- ☐ Review your Profit & Loss statement for trends
- ☐ Check cash flow and flag any concerns
- ☐ Follow up on unpaid invoices
- ☐ Save and organize all receipts and expense records

START THE END-OF-YEAR CLEANUP

- ☐ Review and clean up your Chart of Accounts
- ☐ Remove or archive unused categories
- ☐ Check for misclassified transactions
- ☐ Make sure expense categories are tax-aligned
- ☐ Identify any duplicate or questionable entries

OCTOBER

Checklist

October is all about planning ahead. Forecast your estimated tax obligations, review your cash flow, and prepare for any large expenses so the end of the year doesn't catch you off guard.

MONTHLY ONGOING TASKS

- ☐ Reconcile all bank, credit card, and loan accounts
- ☐ Categorize all transactions correctly
- ☐ Review your Profit & Loss statement for trends
- ☐ Check cash flow and flag any concerns
- ☐ Follow up on unpaid invoices
- ☐ Save and organize all receipts and expense records

LOOK AHEAD: PLAN FOR YEAR-END AND AVOID SURPRISES

- ☐ Forecast your estimated tax liability
- ☐ Review quarterly reports and budget performance
- ☐ Assess upcoming cash needs for Q4
- ☐ Begin organizing tax documents and receipts
- ☐ Flag any large or unexpected expenses to discuss with your bookkeeper or CPA





NOVEMBER

Checklist

November is the month to tighten up loose ends. Follow up on overdue invoices, resolve transaction discrepancies, and make sure all payroll and payments are accurate before the holiday rush.

MONTHLY ONGOING TASKS

- ☐ Reconcile all bank, credit card, and loan accounts
- ☐ Categorize all transactions correctly
- ☐ Review your Profit & Loss statement for trends
- ☐ Check cash flow and flag any concerns
- ☐ Follow up on unpaid invoices
- ☐ Save and organize all receipts and expense records

TIE UP LOOSE ENDS

- ☐ Track down any unpaid or overdue invoices
- ☐ Resolve transaction discrepancies or missing entries
- ☐ Double-check employee records and contractor payments
- ☐ Prepare final payroll runs and bonuses
- ☐ Confirm all tax documents and deadlines

DECEMBER

Checklist



December is for finishing strong. Finalize your financial statements, organize receipts and tax documents, and schedule time with your bookkeeper or accountant so you can start the new year with clarity and confidence.

MONTHLY ONGOING TASKS

- ☐ Reconcile all bank, credit card, and loan accounts
- ☐ Categorize all transactions correctly
- ☐ Review your Profit & Loss statement for trends
- ☐ Check cash flow and flag any concerns
- ☐ Follow up on unpaid invoices
- ☐ Save and organize all receipts and expense records

FINISH STRONG: CLOSE THE BOOKS AND CELEBRATE!

- ☐ Finalize all reconciliations
- ☐ Review and approve your year-end financial reports
- ☐ Organize all documentation for your accountant
- ☐ Schedule a meeting with your bookkeeper or CPA
- ☐ Archive your financial records securely
- ☐ Set goals and a financial plan for next year

YEAR-END

Notes



