



Year-End Closing Checklist

Use this year-end closing checklist to ensure your books are accurate, complete, and tax-ready before handing them off to your tax professional. A clean year-end close saves time, money, and stress.

Bank & Credit Card Reconciliations

- ☐ Reconcile all bank accounts through year-end
- ☐ Reconcile all credit card accounts through year-end
- ☐ Resolve outstanding discrepancies
- ☐ Confirm ending balances match statements

Income & Expense Review

- ☐ Review income categories for accuracy
- ☐ Review expense categories for misclassifications
- ☐ Clear uncategorized or suspense transactions
- ☐ Confirm consistent categorization throughout the year

Accounts Receivable & Payable

- ☐ Review outstanding customer invoices
- ☐ Confirm accounts receivable balances
- ☐ Review unpaid vendor bills
- ☐ Confirm accounts payable balances

Payroll & Contractors

- ☐ Verify payroll totals for the year
- ☐ Confirm payroll tax withholdings
- ☐ Review contractor payments
- ☐ Identify 1099-eligible vendors

Assets & Depreciation

- ☐ Review asset purchases for the year
- ☐ Confirm assets are recorded correctly
- ☐ Identify items to capitalize vs expense
- ☐ Prepare depreciation details for tax preparer

Financial Statements

- ☐ Review Profit & Loss for accuracy
- ☐ Review Balance Sheet for accuracy
- ☐ Investigate unusual balances or variances
- ☐ Confirm equity accounts are accurate

Final Review & Tax Prep

- ☐ Confirm all transactions are recorded
- ☐ Ensure no unreconciled accounts remain
- ☐ Organize documents for tax preparation
- ☐ Provide finalized reports to tax professional

Need help with your year-end close? Barry Bookkeeping Services provides professional bookkeeping, real estate bookkeeping, and cleanup services to ensure your books are tax-ready.