

Annual Bookkeeping Checklist

1. Signed engagement letter
2. Email, zip drive or DVD of general ledger and supporting registers
3. Year-end cash count sheets
4. If checking accounts have been reconciled, year-end bank statement and reconciliation
5. If checking accounts have not been reconciled, each monthly bank statement
6. Savings account statements and summary of annual activity
7. Year-end accounts receivable ledger
8. Account activity of other receivables
9. Year-end inventory worksheets
10. List of expenses paid in advance at year end for the next year
11. Current year fixed asset purchases and sales
12. List of any obsolete assets listed on the depreciation schedule
13. Other asset descriptions and summaries of activity
14. Accounts payable ledger
15. Monthly statements if credit card accounts have not been reconciled
16. If credit card accounts have been reconciled, year-end statement and reconciliations
17. Wages due to employees at year- end, first payroll journal f for first payroll in the next year
18. Payroll tax reports for the quarter ended at the year-end date
19. Note and supporting documents for bank or other loans taken out during the year
20. Monthly bank and other loan activity statements
21. List of dividends paid during the year
22. Annual list by employee of annual paychecks issued