🧾 PPBKGA Year-End Bookkeeping Checklist

Helping you finish the year organized, accurate, and confident.

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📁 1. Reconcile All Accounts

✓ Reconcile all bank accounts
✓ Reconcile all credit card accounts
✓ Match deposits and payments to invoices or expenses
✓ Verify account balances match your statements

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💵 2. Review Income & Expenses

✓ Categorize all income and expense transactions correctly
✓ Confirm all recurring payments (subscriptions, utilities, software)
✓ Review uncategorized or "ask my accountant" entries
✓ Ensure all personal expenses are separated from business

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📈 3. Organize Invoices & Bills

✓ Send any remaining client invoices
✓ Record unpaid bills or vendor payments
✓ Review aging reports for overdue invoices
✓ Apply payments correctly to customer accounts

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🧮 4. Verify Payroll & Contractor Info

✓ Reconcile total payroll for the year
✓ Ensure all 1099 contractors are recorded with correct info (W-9s on file)

✓ Confirm employee wage, tax, and benefit records
✓ Review year-to-date payroll summaries for accuracy

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📊 5. Check Assets & Liabilities

✓ Record any new equipment, assets, or large purchases
✓ Verify loan balances and interest payments
✓ Update depreciation schedules (if applicable)
✓ Review owner's draws, investments, and distributions

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📚 6. Prepare for Tax Season

✓ Ensure your books are closed for the year
✓ Review your P&L and Balance Sheet for accuracy
✓ Gather all tax documents (1099s, W-2s, loan interest, etc.)
✓ Back up your QuickBooks or bookkeeping files

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💼 7. Plan for Next Year

✓ Set financial goals and budget for 2026
✓ Review cash flow trends and savings opportunities
✓ Schedule monthly bookkeeping check-ins
✓ Connect with PPBKGA to ensure ongoing support and organization

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✨ Need Help Checking These Off?

Let **Poper's Prosperous Bookkeeping (PPBKGA)** help you close your year right.
📩 Message us or visit **PPBKGA.com** for a custom year-end review quote — available within 24 hours.