SDP COMMUNICATIONS
MAKING THE COMPLEX SIMPLE

Year-End Bookkeeping Preparation

A practical checklist to help organize your records before year-end.

Complete your records

- [ ] Enter all year-end income, expenses, invoices, and bills.
- [ ] Reconcile bank accounts, credit cards, and loans through year-end.
- [ ] Review unpaid customer invoices and outstanding supplier bills.
- [ ] Identify personal or owner transactions requiring clarification.
- [ ] Review inventory records, if applicable.
- [ ] Gather asset purchases, disposals, and financing documents.

Gather supporting information

- [ ] Collect bank, credit card, and loan statements.
- [ ] Gather payroll summaries and remittance confirmations, if applicable.
- [ ] Collect sales tax returns and related supporting reports.
- [ ] Prepare a list of business assets and major purchases.
- [ ] Review prior-year adjusting entries with your bookkeeper or accountant.
- [ ] Note unusual transactions and questions for your tax professional.

Year-end handoff

Fiscal year-end date:

_____

Documents still outstanding:

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Questions for your accountant or tax preparer:

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This is a general bookkeeping checklist, not a substitute for current Canadian tax filing guidance.