Year-End Preparation Checklist

- Reconcile all business bank and credit card accounts
- Organize sales invoices and business expense receipts
- Review accounts receivable and outstanding customer payments
- Review accounts payable and unpaid supplier invoices
- Identify major equipment and asset purchases or disposals
- Organize payroll summaries and government remittance records
- Review GST/HST records and filing information, where applicable
- Prepare vehicle, home-office, and other expense records, where applicable
- Gather loan balances, financing statements, and interest details
- Identify unusual transactions or changes in business operations