



# THE BLUFFTON BOOKKEEPER

YOU BANK IT — WE'LL BOOK IT

Lisa Peacock  
Owner

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## YEAR END CHECKLIST

- Gather all bank, credit card, loan, purchase and line of credit documents
- Verify petty cash (cash drawer or cash expenses) entries for the tax year
- Make year-end accrual adjustments and corrections for cash basis tax reporting
- Review Fixed Assets and Liabilities for accuracy
- Review fringe benefits that need to be reported on Form W-2 and/or 1099
- Take a physical inventory count and compare to book inventory
- Print Financial Reports (Balance Sheet and Profit and Loss)
- Order Supplies for W-2's and 1099's if printing and mailing
- Review and Correct Independent Contractor reports
- Print and compare payroll summary reports to Federal and State payroll reporting
- Close Books
- Review rates in payroll system to verified notices from tax agencies
- Pay payroll liabilities
- Review W-2 information
- Print and Mail W-2's and 1099's
- Back up and Archive your financial data
- Pass out new W-4 and W-9 to be completed and updated
- Create or review budget and business goals for new year