



YOUR ULTIMATE 2023

Year-End Business Checklist

LOOKOUT BOOKKEEPING

Welcome!

I'm Melissa, the founder of Lookout Bookkeeping, and I'm thrilled to be able to help you finish off 2023 strong!



Please keep in mind that this list is **NOT** all-inclusive of the tasks you'll need to do for your business before year-end and not all of these tasks may apply. But, this checklist **is** intended to help get you pointed in the right direction!

Please consult with your financial professionals to determine your specific year-end accounting and tax requirements.

Business Year-End Checklist

ACCOUNTING

- ☐ Follow Up On Unpaid Invoices
- ☐ Pay Any Overdue Bills
- ☐ Reconcile All Necessary Accounts
- ☐ Perform a Physical Inventory Count
- ☐ Clean Up Any Unused or Duplicate Accounts
- ☐ Record AJEs When Received
- ☐ Close Books for Year-End
- ☐ Prepare Year-End Financial Statements
- ☐ Compare Actual to Budgeted Numbers
- ☐ Create 2024 Budget
- ☐ Analyze Your Cash Flow Statement
- ☐ Collect Missing W-9s From Contractors
- ☐ Perform 2024 Forecasting and Projections
- ☐ Set Aside Cash for Estimated Taxes

Business Year-End Checklist

BUSINESS ORGANIZATION

- ☐ Update Standard Operating Procedures
- ☐ Set 2024 Business Goals
- ☐ Update Any Mailing Address Changes
- ☐ Clean Up Your Email Inbox
- ☐ Standardize File Naming Conventions
- ☐ Cancel Unneeded Subscriptions

INFORMATION TECHNOLOGY

- ☐ Back-Up Important Data/Files
- ☐ Change Any Old Passwords
- ☐ Audit Technology Inventory
- ☐ Assess Any Upcoming Technology Needs
- ☐ Update Software & Virus Protection

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MARKETING

- ☐ Brainstorm Upcoming Marketing Initiatives
- ☐ Evaluate And Update Current Branding
- ☐ Schedule Any Photo/Video Shoots
- ☐ Update Any Dead Links On Your Website
- ☐ Ask Past Clients For Reviews
- ☐ Send Client Appreciation Gifts

HUMAN RESOURCES

- ☐ Update Employee Handbook
- ☐ Analyze Upcoming Staffing Needs
- ☐ Stay Up To Date On State Employment Laws
- ☐ Plan Any Necessary Staff Training
- ☐ Review Any Changes to Employee Benefits
- ☐ Issue Any Year-End Bonuses



LET'S WORK TOGETHER!

I help service related business owners with their bookkeeping so that YOU have more time to spend doing what you love!

Ready to save time and money in 2024? Visit my website to get started!

www.lktbook.com