



BOOKKEEPING YEAR END CHECKLIST

Client Name _____ Date _____

- _____ Make sure general ledger bank balance reconciles to the bank statement.
- _____ Write off any worthless accounts receivable.
- _____ Make sure balance in bad debts is a reasonable amount.
- _____ Make sure the inventory balance is correct.
- _____ Make sure all fixed assets are still being used.
- _____ Confirm all new assets are recorded.
- _____ Make sure asset depreciation for previous years is recorded.
- _____ Make sure franchise fees / goodwill amortization for previous years is recorded.
- _____ Adjust prepaid items such as prepaid insurance.
- _____ Make sure all payables are recorded.
- _____ Make sure payroll tax liability amount is correct.
- _____ Make sure loan balances agree with what the finance/loan company says is owed.
- _____ Confirm all new loans are recorded.
- _____ Clean up expense accounts to ensure expenses categorized correctly.

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Summerlin: 702-457-9800 Henderson: 702-202-2255 Utah: 435-767-0660 National: 877-665-7411