SortKai - Year-End Bookkeeping Checklist

28 checks across six stages, for any small or medium business on any platform. - sortkai.com

Stage 1 - Six weeks before year-end: Close the gaps

[ ] Reconcile every bank and card account through the latest statement
[ ] Chase missing documents - invoices, receipts, loan and lease statements
[ ] Review accounts receivable: remind overdue customers; flag genuinely uncollectible invoices for your accountant
[ ] Review accounts payable: confirm what you owe, to whom, and when
[ ] Recode any personal spending out of the business accounts
[ ] Empty the "Miscellaneous" and uncategorized buckets - every entry gets a real category

Stage 2 - People: Payroll & contractors

[ ] Verify employee and contractor details - legal names, addresses, tax IDs
[ ] Reconcile payroll reports to the ledger
[ ] Total contractor payments for information returns (e.g. 1099s in the US)
[ ] Record year-end bonuses and any accrued leave or commissions

Stage 3 - What you own and owe: Assets, inventory & loans

[ ] Count inventory (if you carry it) and adjust the books to the physical count
[ ] List fixed-asset additions and disposals for your accountant’s depreciation schedule
[ ] Reconcile loan balances to lender statements
[ ] Split loan payments into principal and interest in the ledger

Stage 4 - The picture: Reports & review

[ ] Run the year-end profit & loss, balance sheet and cash summary
[ ] Compare against last year and investigate any large swings
[ ] Review aged receivables and payables reports
[ ] Review owner draws, contributions and equity entries with your accountant
[ ] Confirm the retained-earnings roll-forward matches last year’s closing figure

Stage 5 - Handoff: Tax preparation

[ ] Package source documents by month and category
[ ] Send your accountant the reconciled ledger, bank statements, payroll summaries, asset list and prior-year return
[ ] Answer their open questions in writing, so the file is self-explanatory
[ ] Book the tax conversation early - good accountants fill up fast
[ ] Diarize the filing deadlines for your jurisdiction

Stage 6 - Reset: Set up next year

[ ] Archive this year’s document folder; open the new year/month structure
[ ] Prune unused categories from the chart of accounts
[ ] Set a monthly close date you’ll actually keep
[ ] Decide who does the books next year - you, a hire, or an agent with a human review