

# Year-End Bookkeeping Checklist

- Clear Year-End Debts and Pay Invoices
  - Profit & Loss Statement
  - Cashflow Statement
  - Balance Sheet
  - Net Worth Changes
  - Income Statement
  - Shareholder Equity
- Prepare and Issue Tax Documents
  - W2's, 1099s, etc.
- Gather Tax Documents and Financial Records for Taxes
  - Capital Gains
  - Fringe Benefits
  - Sales Tax
  - Income Tax
  - Pay As You Go Withholding Tax
  - Expenses and Income
- Complete Your Tax Return and File
- Pay Your Taxes
- Backup Your Files
  - Financial Information
  - Accounting Records
  - Customer Data
  - Registration Details
- Create Budgets and Forecasts for the Coming Year



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