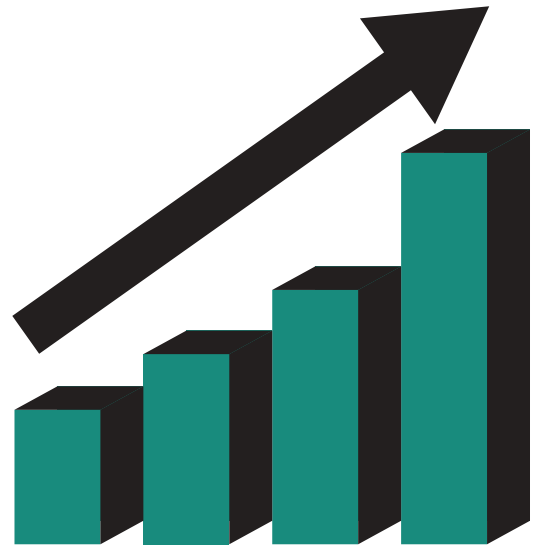


YEAR-END ACCOUNTING CHECKLIST



TOOLS FOR A SUCCESSFUL BUSINESS

ORGANIZE

- Record all business income and expenses.
- Review 1099 filing requirements.
- Collect needed w-9 forms from contractors.



VERIFY



- Reconcile accounts with statements from financial institutions.
- Review and verify accounts payable and receivable.
- Analyze balance sheet's equity section to confirm capital contributions, owner distributions/dividends, and retained earnings.
- Confirm all payroll filings have been filed with the proper government agencies.

REVIEW & ADJUST

- Review profitability and identify last minute expenses or fixed assets that can be purchased to offset any potential income tax burdens.
- Define areas of capital concentration and investigate opportunities for cost savings.



COMPARE



- Compare actual year-to-date figures to your 2019 budget to determine areas of strengths as well as areas of potential growth.
- Analyze your company's performance compared to industry standards.

PLAN

- Set goals and create your 2020 budget.
- Meet with a tax expert for year-end tax planning.



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