

# YEAR-END CHECKLIST

**1. Run Standard Financial Reports:** The end of the year is a great time to assess where your business stands financially and how its current financial situation compares to previous years. Use your preferred accounting software or system to generate a financial report. This report typically includes an income statement, a balance sheet, and a cash flow statement.

**2. Analyze Cash Flow Statements:** A cash flow statement records how your business spent money throughout the year. Cash inflows equate to income, and cash outflows are business expenses. Your goal is to generate more money than you're spending. Toward the end of the year, it's a good idea to analyze your cash flow statement to identify cash flow trends throughout the year.

**3. Know what forms to file:** Preparing your taxes ahead of time ensures you have everything needed to file and can help avoid penalties. Knowing which forms you'll need to file for small business taxes ahead of time is an essential step.

**4. Gather tax documents:** You may have to look for different types of paperwork as tax season approaches. Stay prepared by keeping a tax checklist and gathering the necessary documents ahead of time with your accountant.

**5. Update your business goals:** Using your financial statements, customer feedback, and input from your team, assess your goals from the previous year and determine whether or not you accomplished them. Did you achieve what you set out to do? Or did you find yourself taking an unexpected path to a different kind of success?

**6. Audit Your Website:** Go through your website and click on every single link. Try sending yourself an email or message from the "contact us" form. Call the 800 number and make sure it works. These may seem like mundane tasks, but these systems break all the time.

**7. Count and value inventory:** Counting and valuing inventory before the end of the year is a great opportunity to keep up with customer demand and use it on tax returns.

