

A laptop screen is shown in the background, displaying a Google Docs spreadsheet titled 'True North DIY Bookkeeping'. The spreadsheet has a blue header row and several rows of data. A white text overlay is centered on the screen, reading 'Year-End Checklist for Small Business' in orange and 'TRUE NORTH BOOKKEEPING' in dark blue. A hand is visible at the bottom left, typing on the laptop keyboard.

# Year-End Checklist for Small Business

TRUE NORTH BOOKKEEPING



True North Bookkeeping

# Hey, I'm Sara!

You know that easy, breezy, stress-free tax season I've been telling you is *actually* possible? It starts with solid year-end prep (*and definitely doesn't involve chasing down contractors for W-9s on January 30th*).

I know every bookkeeper has a million things on their to-do list right now, so I made this year-end checklist to make sure you don't miss out on any of these important to-dos.

**Disclaimer:** This guide is for educational purposes only and does not constitute tax, legal, or financial advice. Not every task will apply to every business, and this is not intended to be a comprehensive checklist. Always consult with a qualified tax professional on tax matters.



# Year-End Checklist for Small Business

## BOOKKEEPING TO-DO'S

- ☐ Enter and categorize all 2025 transactions
- ☐ Reconcile all bank accounts + credit cards
- ☐ Reconcile loan balance(s) to loan statements
- ☐ Reconcile payroll to payroll reports + filings
- ☐ Follow up on any unpaid invoices
- ☐ Send payment for any overdue bills
- ☐ Perform a physical inventory count (if applicable)
- ☐ Update your fixed assets for purchases/disposals
- ☐ Confirm sales tax has been accurately remitted
- ☐ Review your 2025 financial statements

# Year-End Checklist for Small Business

## FINANCE + ACCOUNTING TO-DO'S

- ☐ Compare 2025 budget to actual spending
- ☐ Review cash runway + burn rate
- ☐ Create 2026 budget + goals
- ☐ Review pricing + adjust offerings as needed
- ☐ Audit subscriptions + cancel any unused ones
- ☐ Shop around / compare vendor pricing
- ☐ Review accounting roles + internal controls
- ☐ Book a year-end tax planning meeting
- ☐ Request W-9s from all contractors, make 1099 list
- ☐ Review Q4 income + adjust January estimated tax payment as needed



# Year-End Checklist for Small Business

## MISCELLANEOUS TO-DO'S

- ☐ Request reviews from past clients
- ☐ Plan your Q1 content calendar
- ☐ Refresh your website + branding
- ☐ Schedule a brand photoshoot
- ☐ Perform employee reviews
- ☐ Regularly back up all company data
- ☐ Finalize your 2025 mileage log
- ☐ Plan for any year-end employee bonuses
- ☐ Review your health insurance + benefits
- ☐ Assess hiring needs, update your onboarding + offboarding processes



# Let's Connect!

I'm passionate about helping small business owners understand their numbers through monthly bookkeeping. Our team would love help you with training, bookkeeping or even answering questions. Reach out today.

[WWW.TRUENORTHCOLTD.COM](http://WWW.TRUENORTHCOLTD.COM)