



END OF YEAR PLANNING: A BUSINESS OWNER'S CHECKLIST



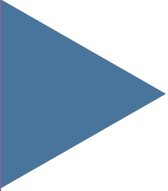


Table of Contents

Overview

3

The Benefits of Checklist

4

Checklist Details

6

Year-End Checklist

10

About Us

11

Connect

12



Overview



Linda Brown

President of Spire Business

When most people think of year-end, they think of a hectic time of planning and calculating. While this is true, it doesn't have to be that way.

The year-end planning process should be a simple and smooth experience that allows you to relax and enjoy the holiday season. And the best way for you to achieve this is by starting now!

This booklet will review the following:

- When to start getting ready for year-end.
- A checklist to guide you in preparing for year-end.
- A few ways to start creating your budget and plan for next year.

Disclaimer: This booklet is for guidance. Always contact your legal or tax adviser for information specific to your situation and needs.



The Benefits of a checklist



A formal checklist at the end of the year can be used as a tool to provide clarity and celebrate key accomplishments. It can also be a way to review your business's current performance and plan to make it more successful.

A list is often wise to do as it increases efficiency and streamlines the process. Use our checklist as it is or as a starting point to create your personalized year-end business checklist.



As a business owner, you know how important it is to stay on track and be prepared for the end of the year.

You also know that the holiday season can be hectic, so you want to ensure your business can be wrapped up quickly and easily, so you can prepare for next year.

This booklet contains tips to help you with your year-end planning and review for next year.

The best time to start planning is January 1st of each year. By getting ahead and staying on top, you will never come to crunch time again at the end of the year.

You didn't start at the beginning of the year. No problem, the next best time to start is today, and move forward every day, as if this month was the end of the year.



TIP: Use the first ten checklist items on the list to complete your month-end process. Doing this will make you the most organized and least stressed as year-end approaches.





Checklist Details



Plan ahead -

The first step in creating calm at year-end is scheduling the tasks that need to be completed over several weeks. When you check off the tasks slowly over time, you avoid the stress and crunch of needing to complete all the work as the tax deadline approaches.

Review what your clients owe you (monthly)

Look through your records to see what money is owed to you. Contact your customers for payment. If they cannot make the full payment, establish a mutually agreeable payment plan. Make sure to have the agreement written and signed by both of you.

The general rule of thumb is that the further away from the unpaid invoice due date, the less likely you are to collect the amount owed to you.

If you deem an invoice will not be paid or was created in error, contact your bookkeeping or tax professional for the best way to remove or close out the invoice.

Look over the bills you owe (monthly)

One way to reduce your income is to include and pay all bills and expenses you owe to your vendors and suppliers.

Make sure that your records are accurate. If you notice bills you believe have already been paid, contact the company to confirm your payment was received and applied correctly.



Confirm payroll (monthly)

Before arriving at year-end, ensure that your company's payroll and benefits are accurate, up-to-date, and recorded correctly. Confirm that all withholding has been paid out to the respective agencies.

A good practice is to have your employees confirm their mailing addresses, social security numbers, and email addresses that are entered into the payroll system each year.

Reconcile Accounts (monthly)

The purpose of reconciliation is to compare what is in your bookkeeping records to what your financial institution shows. Then review discrepancies for accuracy and correction as needed.

Conduct an inventory check (monthly)

A year-end inventory count is vital to confirm that you have what your records and books indicate. It's essential to track the inventory your company sells and rents and adjust them as needed.

If you reside in a state that charges a business tangible personal property tax, create a spreadsheet to track the property to be taxed.

Check business financial statements (monthly)

After processing outstanding deposits, payroll, vendor payments, and reconciling your accounts, review your financial reports.

As a business owner, you have an innate sense for when your numbers seem off. When reviewing the financial reports, look to see that they "make sense" to you - income, expenses, net profit, change in inventory, assets, and loans. Make corrections or notify your bookkeeper or tax professional of errors.



Verify vendors and suppliers (monthly)

As the year ends, review your current vendors and suppliers. Request an annual Form W-9 from vendors that provide services and landlords to determine whom you need to send a Form 1099.

Look at the amount paid to each vendor. Could you get a better deal? Consider negotiating costs or finding a new vendor at the end of your current contract.

Organize receipts and paperwork (monthly)

There is a lot of paperwork involved with owning a business. To minimize the overwhelm, keep paperwork - invoices, receipts, statements, contracts, and policies filed.

Plan for taxes (monthly)

When reviewing your monthly financials, track the amount you may owe for taxes and put money aside for when they are due. Remember, sales and income taxes accumulate with each sale you make. Tracking taxes during the year can help you avoid surprises when your tax bills are due.

Reflect and re-strategize (monthly)

When your bookkeeping and records are up-to-date and accurate, it is easy to review your business's performance. When you notice something is not going as planned, you can evaluate the situation and pivot as required. The opposite is true as well.

If you identify something going well, determine what is going well and document or



Plan for team members

Update your team plan. A team plan aims to maneuver teams forward and provide long-term guidance. It determines the teams' goals, purposes, and how to know when they are achieved.

Team plans include visions, key performance indicators, goals, strategies, benefits, wages, and company needs.





Budget for the new year

Reviewing your previous year's budgeting is the primary way to observe where you've understated or overstated your income and expenses. By reflecting on these numbers, you will be able to think about how to adjust the pricing of your products and services and your spending for the following year.

Finalize annual bookkeeping

A company performs a final reconciliation at the end of the year to review its finances. This process aims to ensure that you accurately record all income and expenses and that they match your financial institutions' records.

To close out your bookkeeping for the year, lock the database to avoid additional and erroneous entries from being made.

Back-up financial records

To ensure you protect your year-end financial information from the possibility of loss, create a backup copy to keep your data safe.

Rest, relax, and rejuvenate

Running a business can be stressful. You juggle many balls, professionally and personally, and attempt to keep them all in the air. As you get closer to the holidays and New Year, it can be overwhelming to consider taking time away from your business.

Planning and scheduling time over the last few months of the year allows you to create time and space to rest, relax, and recuperate. So that you can start the new year refreshed and rejuvenated.



Year-End Checklist



Schedule the following tasks into your calendar

- Review your open customer invoices
- Review your outstanding vendor bills
- Confirm your company payroll is correct
- Reconcile bookkeeping accounts
- Conduct an inventory check
- Look over business financial statements
- Review vendor and supplier information
- Organize business receipts and paperwork
- Start tax planning early
- Reflect and re-strategize

- Update your team plan
- Create a budget for the new year
- Finalize annual bookkeeping
- Back-up financial records
- Rest, relax, and rejuvenate





About Us



Spire Business, Inc. was founded in 2002 by Linda Brown as a boutique firm providing bookkeeping and coaching to northern New York businesses.

Today, the firm has grown and includes a team of professional bookkeepers supporting clients from New York to California.

Linda spends her time as a business advocate, mentor, and trainer for entrepreneurs and small business owners struggling to build a profitable business and have a life they love.

Linda is an accountant and a certified business strategist and holds a degree in Economics from the Whittemore School of Business & Economics. She spent over a decade working in corporate America's finance industry.

She is a master-certified Profit First Professional, Fix This Next Advisor, certified business strategist, and QuickBooks Pro Advisor, all of which provide her with a wide variety of tools to support the Spire clients so that they can live the stress-free life they dream with the profits to support it.



Money Breakthrough Conversation



is this overwhelming or confusing? Do you need help?

Sign up for your complimentary session with Linda Brown to gain clarity and understanding toward your own profitability and peace of mind.

Start off the new year with your best foot forward!



[Schedule your Money
Breakthrough Conversation](#)





THANK YOU



www.spirebusiness.com