



YOUR ULTIMATE 2023

Year-End Business Checklist

DISTINCT TAX CONSULTING GROUP

Welcome!

I'm Alysha Harvey, the founder of Distinct Tax Consulting Group, and we're thrilled to to be able to help you finish off 2023 strong!



Please keep in mind that this list is **NOT** all-inclusive of the tasks you'll need to do for your business before year-end and not all of these tasks may apply. But, this checklist is intended to help get you pointed in the right direction!

Please consult with your financial professionals to determine your specific year-end accounting and tax requirements.

Business Year-End Checklist

ACCOUNTING

- ☐ Follow Up On Unpaid Invoices
- ☐ Pay Any Overdue Bills
- ☐ Reconcile All Necessary Accounts
- ☐ Perform a Physical Inventory Count
- ☐ Clean Up Any Unused or Duplicate Accounts
- ☐ Record AJEs When Received
- ☐ Close Books for Year-End
- ☐ Prepare Year-End Financial Statements
- ☐ Compare Actual to Budgeted Numbers
- ☐ Create 2024 Budget
- ☐ Analyze Your Cash Flow Statement
- ☐ Collect Missing W-9s From Contractors
- ☐ Perform 2024 Forecasting and Projections
- ☐ Set Aside Cash for Estimated Taxes