

Checklist / Tipsheet

10 Month-End \$ MONEY \$ Tasks to help at Your Year-End!

- Verify Your Vendor/Client and Lender Files
- Accounts Receivable and Accounts Payable
- Verify all Checks & Invoice Numbers are Accounted For
- Reconcile: Bank Accounts, Loan Balances, Lines of Credit
- Inventory & Track Fixed Assets; Depreciation Entries
- Review Financial Statements / profit and loss statements
- Update Budget / Create Budget for the Following Month
- Reconcile All of Your Accounts / Close Books
- End-of-Month Statements; Print/File Reports
- Back Up

(This is opinionated information to consider and not claimed to be professional financial advice)



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Reaching People... For People

I Help People Create a Life of Balance by Removing the Chaos
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