



BEAN COUNTER
BOOKKEEPING SERVICES

Year-End List

***Before 12/31**

- () Run Bonus Checks through Payroll
- () Record & Reimburse for any Personally Pd Expenses
Includes Accountable Plan Payments for S-Corp Shareholders
- () Schedule Year-end Inventory Count
- () S-Corp Owners adjust W2 to include Medical Payment
- () Make any large purchases before 12/31
- () Review outstanding Receivable Balances
- () Collect W9's from Contractors
- () Review Employee Benefit Plan for Next Year
- () Categorize any unknown transactions
- () Count & True-up your Petty Cash Account