

# BUSINESS YEAR-END CHECKLIST

CHECKLIST ITEM	CHECKLIST ITEM
<input type="checkbox"/> RUN STANDARD REPORTS	<input type="checkbox"/> ACCOUNT FOR ACCOMPLISHMENTS
<input type="checkbox"/> COMPLETE CASH FLOW ANALYSIS	<input type="checkbox"/> GATHER FEEDBACK
<input type="checkbox"/> RECONCILE ACCOUNTS RECEIVABLE	<input type="checkbox"/> EXAMINE GOALS, SET NEW ONES
<input type="checkbox"/> VERIFY VENDOR INFORMATION	<input type="checkbox"/> SALES AND MARKETING PLAN
<input type="checkbox"/> ADDRESS PAYROLL AND BENEFITS	<input type="checkbox"/> EVALUATE BUSINESS PROCESSES
<input type="checkbox"/> TAX FORM FILING	<input type="checkbox"/> BUDGETING
<input type="checkbox"/> DATA BACKUP	<input type="checkbox"/>
<input type="checkbox"/> EVALUATE HARDWARE & SOFTWARE	<input type="checkbox"/>
<input type="checkbox"/> EVALUATE FILING SYSTEMS	<input type="checkbox"/>
<input type="checkbox"/> PHYSICAL INVENTORY	<input type="checkbox"/>
<input type="checkbox"/> EXAMINE GROWTH TRENDS	<input type="checkbox"/>
<input type="checkbox"/> PLAN FOR HIRING NEEDS	<input type="checkbox"/>
<b>ADDITIONAL NOTES</b>	