

Southern Tier Bookkeeping — Year-End Close Checklist

Concierge bookkeeping for growing businesses — turning financial chaos into clarity.

Week / Date Range	Task	Priority	Required Documents	Deliverable & Outcome
Oct 1–7	Gather bank/credit card statements & enable automatic feeds	High	Sept & prior statements, online access	Feeds active; docs in shared folder
Oct 8–14	Begin Oct bank/CC reconciliations (rolling)	High	Bank/CC statements, bank feed	Reconciliation report(s)
Oct 8–14	1099 vendor pre-review (collect W-9s)	High	Vendor list, YTD payments, W-9s	W-9 collection tracker
Oct 15–21	Expense classification clean-up (Q1–Q3)	Med	Bank feed, receipts	Categorized transactions YTD
Oct 22–28	Fixed assets & capitalization policy review	Med	Purchases > threshold, invoices	Asset additions list
Oct 29–31	Cash-flow forecast: Q4 & YE needs	High	AP/AR reports, pipeline	90-day cash plan & actions
Nov 1–7	October close (soft close)	High	Oct statements	Oct P&L/BS + variance notes
Nov 8–14	AP review & vendor statements reconciliation	Med	Vendor stmts, AP aging	AP clean-up plan
Nov 15–21	Sales tax & other filings status check	Med	Jurisdiction schedule	Compliance checklist
Nov 22–30	Inventory count prep (SOP + date)	High	Count sheets, SKUs	Inventory count plan for Dec
Nov 22–30	Year-end meeting scheduling (Dec)	High	Calendars	Calendar invites sent
Dec 1–7	November close (soft close)	High	Nov statements	Nov P&L/BS + issues list
Dec 8–14	Inventory physical count & COGS adjustments	High	Count sheets, POS, FIFO/LIFO method	Count results & adjustments
Dec 15–21	Final payroll planning (last run dates, bonuses)	High	Bonus list, withholdings	Final payroll checklist
Dec 22–28	December close (hard close prep)	High	Dec stmts to-date	Draft YE financials

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Dec 29–31 Final tie-out & YE sign-off

High All tie-outs, JE log

Signed YE close checklist & delivery
pack