Year-End List

*Before 12/31

( )   Run Bonus Checks through Payroll

( )   Review books through November 2020

( )   Schedule Year-end Inventory Count

( )   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

BCB

BEAN COUNTER
BOOKKEEPING SERVICES