

# End-of-Year Financial Checklist

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: End-of-Year Financial Checklist

Dear [Recipient's Name],

As we approach the end of the financial year, it's important to ensure that all accounting and financial matters are in order. Below is a checklist to help streamline the process:

## End-of-Year Financial Checklist

- Review and finalize all financial statements
- Ensure all invoices are sent and paid
- Reconcile bank statements
- Prepare all necessary tax documents
- Review payroll records for accuracy
- List all outstanding debts and receivables
- Conduct an inventory count
- Evaluate financial goals and performance
- Prepare for any upcoming audits
- Update accounting software and records

Please let me know if you have any questions or need assistance with any items on the checklist.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]