



Small Business Year-End Planning Checklist

- ☐ 1. Run your financial reports
- ☐ 2. Analyze cash flow statements
- ☐ 3. Prepare for tax season
- ☐ 4. Perform a year-end inventory count
- ☐ 5. Conduct an energy audit
- ☐ 6. Verify vendor information and contracts
- ☐ 7. Update employee records and finalize payroll
- ☐ 8. Renew licenses and certifications
- ☐ 9. Backup data and check your business's security
- ☐ 10. Evaluate your business's performance and goals