

Preparing Your Books for Your Accountant

A simple guide to help ensure your bookkeeping records are ready for year-end

Before your accountant prepares financial statements or tax filings, your bookkeeping records should be accurate, complete, and organized. Taking time to review your books ahead of year-end can prevent delays, reduce corrections, and make the process much smoother.

1. Reconcile All Bank Accounts

Ensure your bookkeeping records match your bank statements.

- ✓ Bank accounts reconciled
 - ✓ Credit cards reconciled
 - ✓ Any discrepancies reviewed
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2. Review Income and Expenses

Confirm transactions are categorized correctly.

- ✓ Income recorded properly
 - ✓ Expenses categorized correctly
 - ✓ Duplicate or incorrect entries corrected
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3. Record Major Purchases

Make sure assets and equipment are properly documented.

- ✓ Equipment purchases recorded
 - ✓ Vehicle or large purchases identified
 - ✓ Supporting documents saved
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4. Review Loans and Liabilities

Confirm balances related to financing or loans.

- ✓ Loan balances updated
 - ✓ Interest payments recorded
 - ✓ Repayments categorized correctly
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5. Organize Supporting Documents

Ensure key financial documents are available.

- ✓ Receipts stored
 - ✓ Supplier invoices saved
 - ✓ Important financial documents organized
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6. Generate Basic Reports

Provide your accountant with clear reports.

- ✓ Profit & Loss statement
- ✓ Balance Sheet
- ✓ General Ledger if requested