

Year-End Bookkeeping Close Checklist

Close the books with reconciled cash, receivables, payables, payroll, debt, equity, inventory, fixed assets, and exception support.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

- 01 Bank and payment accounts
- 02 Receivables and payables
- 03 Payroll and benefits
- 04 Debt, equity, and owner activity
- 05 Inventory, assets, and final reports

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through Year-End Bookkeeping Close Checklist

Record what is known, identify the source, assign an owner, and make missing information visible.

Bank and payment accounts

Purpose / facts / owner / evidence / date:

--

Receivables and payables

Purpose / facts / owner / evidence / date:

--

Payroll and benefits

Purpose / facts / owner / evidence / date:

--

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Debt, equity, and owner activity

Purpose / facts / owner / evidence / date:

Inventory, assets, and final reports

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: Year-End Bookkeeping Close Checklist

Do not resell this PDF, remove its watermark, or present it as professional advice tailored to another person's facts.