



The 2018 Year-End Checklist Worksheet



Minimize stress and prepare ahead for end of year processing. This End of Year provides an overview of the best practices for closing out the year:

1. **Set 2018 goals in place**-Have you done your revenue growth projection? Do you have upcoming changes to your cost of services?

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2. Benchmark your Revenue Growth- Has your business grown year over year? If you are building out marketing channels, support lines or products, you will want to accurately forecast your revenue growth so you can predict and prepare for the upcoming year's needs.

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3. Review your business cost of services- Do you expect adjustments on the cost of good in your industry? In addition, minimum wage is going up, you may need to make adjustments to your payroll. These figures are the underlying factor in your gross profit—a number that is of critical importance to your business success. Make sure you know your true costs today and you know what may affect them in 2018.

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4. Finalize accounting and inventory- Run a A/R report to see overdue accounts

5. Run daily backup and year end back up- Depending on your backup protocol and media rotation, if you're doing this on the last day of the year, use the media designated for your end-of-year backup, or label and store this backup as your yearly backup with a label like "Year-end backup [number of year]." Store your backup in an off-site location or onsite in a data-rated fireproof safe.

About Accounting Breeze

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