|  |  |
| --- | --- |
| Text  Description automatically generated | End of yearBudget and CPA Information Review Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date | Date |
| --- | --- | --- | --- | --- | --- |
|[ ]  Budget | Review prior year sales and expenses and project for new year |  |  |  |
|[ ]  Budget | Take into account growth or other anticipated costs in your budget |  |  |  |
|[ ]  Year End Info for CPA | Complete checklist for all areas that are needed for Year End Taxes |  |  |  |
|[ ]  Year End Info for CPA | Submit information to CPA/ Tax Accountant |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |
|[ ]   |  |  |  |  |