

# Small Business/Entrepreneurs: End of the Year Checklist

Is your business ready for another successful year? Here's 20 things to do for your business before the end of the year.

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- Make sure your bookkeeping is up to date
- Make sure your business is in good standing with the state
- Final invoices are sent out, follow up on any outstanding invoices
- Create a profit and loss statement so you can financially plan for the upcoming year
- Is there anything big purchases your company needs that you can write off?
- Outstanding bills are paid
- Organize your business recipes
- Expiring business credit card? Make sure recurring/ auto payments are up to date
- Cancel subscriptions/software you are not longer using
- Meet with accountant, make sure taxes payments are on track
- Organized and back up company files
- Archive old files
- Create company goals for the next year
- Revisit or create a new marketing and social media plan
- Reflect on what worked or didn't work this year
- Write down all your wins for the year
- Support another business that helped your business, it can be as simple as writing a review
- Update your social media
- Give a company website a little update or rebranding
- Send out a company newsletter thanking employees, partnerships, or discussing company plans for the new year