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**Please Review the Checklist Below and Fill in the Items Pertaining to Your Company. Use This List As A Guide For Getting Ready For Year End**

- Reconcile Your Cash Accounts and Review for Outstanding Checks to be Written Off**
- Include copies of all December bank/loan/credit card statements if Quickbooks is reconciled.**
- If QB is NOT reconciled through 2017 provide all months of bank statements etc.**
- Review Your Accounts Receivable For Any Write Offs for Bad Debts**

**Loan/Note Receivable - Please List and Include Copies of New Loan Documents**

Debtor	Year End Balance	2017 Interest	Loan Due

**Year End Inventory - Please Design By Type**

Work In Process	
Raw Materials	
Finished Goods	
Supplies	
Total	

**Fixed Assets - Review Depreciation Schedule for Additions and Dispositions, Provide Copies**

**Review Your Accounts Payable for Amounts To Be Written Off**

**Loans/Notes Payable - Please List and Include Copies of New Loan Documents**

Lender	Year End Balance	2017 Interest	Loan Due

**Include Copies of Any New Lease Agreements Entered in 2017**

**Include Copies of Year End Real Estate & Personal Property Tax Bills**

**Include Copies of 1099-K Credit Card Payment Received Forms**