

The Bookkeeper's Corner

DECEMBER 2023

It's fa-la-la finally December!

This time of year can be incredibly stressful between year-end closing (*keep reading for a handy checklist*) and navigating the holiday season... so I'm going to make sure this gets straight to the point!

If you don't read anything else in this newsletter, **read this!** We have two big bank holidays that fall on a Monday coming up: December 25th, 2023, and January 1, 2024. Make sure that you have a plan in place to adjust for payroll or any other important payments due on these dates.

Want to work together in 2024?

It's the ideal time to finalize of your annual business bookkeeping. I provide specialized clean-up services to ensure your accounts are meticulously prepared and punctual for tax season. This clean-up process entails a comprehensive examination, adjustment, and reconciliation of all your asset and liability accounts. By having your books accurately prepared and corrected before tax season, you not only save valuable time, but also potentially reduce costs. Efficient bookkeeping allows your tax preparer to work more effectively, ultimately contributing to potential tax savings.



It's Almost 1099 Season!

HOW TO GET A HEAD START ON 1099-NECs BEFORE JANUARY



Make a list of all contractors you paid for services this year and verify the amount paid to each contractor.



Make sure you have a W-9 on file for each contractor you paid over \$600 or request one **now!**



If you paid via credit card, the payment processor will issue a 1099-K instead if reporting requirements are met. *(Keep an eye on my social media this month for more info on these changes!)*

Year-End Checklist

Feel a little lost when it comes to ALL the things you have to do as a business owner at the end of the year?

I've put together a FREE Year-End Business Checklist to help point you in the right direction when it comes to:

- Accounting
- Business Systems
- Information Technology
- Marketing and MORE!

Please email me at lara@lprobookkeeping.com for your copy!



Please enjoy your holiday season with your all your families, business and personal alike! Best wishes to you and yours...

- *Lara Metzger*