Electronics Year-End Checklist

Ten checks before you close the year

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Work through these before the period is locked.
Everything downstream depends on the count being right.

- [ ] 1 **Stock counted**
  Every serial number, every location.
- [ ] 2 **Landed cost applied**
  Freight and duty carried into inventory.
- [ ] 3 **Write-downs evidenced**
  Markdown and aging records on file.
- [ ] 4 **RMAs valued**
  Open-box and refurbished tracked separately.
- [ ] 5 **Accounts reconciled**
  Bank, card, payable and receivable agreed.
- [ ] 6 **Payouts matched**
  Marketplace gross tied to actual deposits.
- [ ] 7 **Assets classified**
  Correct CCA class and available-for-use date.
- [ ] 8 **Loans cleared**
  Shareholder balances repaid in the window.
- [ ] 9 **Slips prepared**
  T4 and T4A ready by February 28.
- [ ] 10 **Period locked**
  Books closed, backed up and retained.

PRO TIP

Buying an asset does not start the CCA claim; having it available for use does. Check the commissioning date on anything purchased close to year-end.

What happens next

1. Books reviewed
2. Flat fee quoted
3. Year closed

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