4U Tax-Pros Services Price List

Helping You Simplify Finances, Stay Compliant, and Save Big

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📋 Year-End Financial Checklist

1. Review & Reconcile Accounts

- Reconcile all bank accounts, credit cards, and investment accounts
- Match receipts to statements for accuracy
- Ensure no unauthorized charges

2. Assess Cash Flow & Budget

- Compare actual spending vs. budget for the year
- Identify overspending categories
- Adjust next year's budget accordingly

3. Review Debt

- Check current balances, interest rates, and payoff progress
- Refinance or consolidate high-interest debt where possible
- Create or update a debt payoff plan

4. Evaluate Savings & Investments

- Check emergency fund balance (goal: 3–6 months expenses)
- Review retirement account contributions (401k, IRA, etc.)
- Rebalance investment portfolios as needed
- Ensure investments align with risk tolerance and goals

5. Review Insurance Coverage

- Health insurance
- Life insurance
- Home/renter's insurance
- Auto insurance
- Business liability and professional coverage

6. Analyze Business Financial Performance *(if self-employed)*

- Review Profit & Loss statement, Balance Sheet, and Cash Flow reports
- Compare year-over-year performance
- Identify opportunities to cut costs or increase revenue

7. Tax Planning Integration

- Check if additional deductible expenses can be made before year-end
- Review potential tax credits (energy, education, etc.)
- Ensure accurate income and expense categorization

8. Review Long-Term Financial Plans

- Estate plan: update wills, trusts, and beneficiaries
- Major upcoming purchases: plan financing strategy
- Set or update financial goals for next year

📝 Notes – Difference from Year-End Tax Prep Checklist

- **Year-End Financial Checklist** = **Broad overview of financial health**
  - Looks at the *big picture*: savings, debt, investments, insurance, and next year's strategy
  - Includes both personal and business performance analysis
- **Year-End Tax Prep Checklist** = **Focused solely on tax compliance**
  - Gathers forms, receipts, mileage logs, and documents to file taxes correctly
  - Does not typically cover goal-setting, portfolio review, or strategic financial planning