LedgerLogix

Your Year-End Calendar

November 2026 through January 2027. What happens when, and who owns each step.

By December, how the year finishes is mostly a record. This calendar helps you make sure it is a good one. Work down the list, check items off as they close, and bring the open ones to your controller. Dates are targets for the 2026 year-end and can move with your business.

A note on taxes. LedgerLogix does not prepare or file taxes. Your tax advisor does that, and your tax advisor confirms every filing requirement and deadline. What this calendar does is get your financials and supporting records ready for them, so their work starts from a record you trust.

Who leads: Your team = you and the people who run the business day to day. Controller = your named LedgerLogix controller and team. Advisor = your tax advisor. Leadership = the owners and executives who make the call.

Early November | Nov 2 to Nov 6

Set the foundation

Done	Task	Who leads
☐	Agree on cutoff rules in writing: what counts as December revenue and expense, and what happens to items that straddle the line.	**Your team + Controller**
☐	Put a name next to every item on this calendar.	**Your team**
☐	Ask your tax advisor for their year-end request list and filing timeline.	**Your team + Advisor**
☐	Close October. It is the dress rehearsal for year-end. Note how many days it took.	**Controller**

Second week | Nov 9 to Nov 13

Clear the stale balances

Done	Task	Who leads
☐	Reconcile bank, credit card, and loan accounts through October.	**Controller**
☐	Apply unapplied customer payments and credits.	**Your team + Controller**
☐	Review old receivables and decide who follows up on each.	**Your team**
☐	Match vendor balances to vendor statements and resolve differences.	**Controller**
☐	Review prepaid items and deposits. Release what has been used.	**Controller**
☐	October financials reviewed and signed off by your controller, decision-ready by the 15th.	**Controller**

Third week | Nov 16 to Nov 20

Make the judgment calls

Done	Task	Who leads
☐	Decide how much of your receivables you realistically expect to collect.	**Leadership + Controller**
☐	Decide what bonuses, commissions, and earned time off to accrue.	**Leadership + Controller**
☐	If you carry inventory: confirm the count plan and how it will be valued.	**Your team + Controller**
☐	Confirm timing on year-end purchases and when they will be in service. Ask your advisor how they affect your tax position.	**Your team + Advisor**

Thanksgiving week and after | Nov 23 to Dec 4

Line up the outside inputs

Done	Task	Who leads
☐	Collect tax information from the vendors and contractors you have paid this year.	**Your team**
☐	Confirm your payroll year-end plan and the date of your final payroll with your payroll provider.	**Your team**
☐	Confirm what your lender or investors need to see, and by when.	**Your team + Controller**
☐	Gather and send the documents your tax advisor has asked for so far.	**Your team**
☐	November close begins. Share anything that needs a decision before it is booked.	**Controller**

Early to mid December | Dec 7 to Dec 18

Decide with both years in view

Done	Task	Who leads
☐	Review the November financials and a forward view that runs through the end of 2027.	**Controller + Leadership**
☐	Decide December spending, bonuses, and any remaining year-end purchases, looking at this year and next year together.	**Leadership**
☐	Set holiday-week cutoff procedures: last invoicing date, last bill entry date, last shipment date.	**Your team + Controller**
☐	Send an updated documents package to your tax advisor.	**Your team + Advisor**

Year-end week | Dec 21 to Dec 31

Cut off cleanly

Done	Task	Who leads
☐	Final invoicing and shipments according to your cutoff rules.	**Your team**
☐	Capture bills, receipts, and deposits that arrive in the last week, and send them promptly.	**Your team**
☐	Complete the physical inventory count, if you carry inventory.	**Your team**
☐	December 31: the year ends and the cutoff rules apply.	**Everyone**

Early January | Jan 4 to Jan 15

Close the year

Done	Task	Who leads
☐	Final bank, card, and loan reconciliations through December 31.	**Controller**
☐	Year-end adjustments: accruals, prepaids, depreciation, and the judgment calls you made in November.	**Controller**
☐	Controller review and sign-off on the year-end financials. Nothing reaches you without it.	**Controller**
☐	Walk through the year-end financials together. Year-end can run a little past the 15th. Your controller will confirm the date.	**Controller + Leadership**

Mid to late January | Jan 18 and after

Hand off and build 2027

Done	Task	Who leads
☐	Deliver the signed-off financial package to your tax advisor.	**Controller + Advisor**
☐	Confirm vendor and payroll year-end forms and every filing deadline with your payroll provider and tax advisor.	**Advisor + Your team**
☐	Load the year-end baseline into your 2027 budget and forecast.	**Controller + Leadership**
☐	Send year-end reporting to your lender or investors.	**Your team + Controller**

Want a second set of eyes on your year-end? We are glad to spend 30 minutes on where yours stands. No deck. No pitch. Just a directional read on what is still open.

Schedule a complimentary conversation → https://ledgerlogix.com/contact-us/

LedgerLogix is the embedded finance team for growing, privately held companies: bookkeeping, controller, and CFO-level strategy, delivered as one team and led by a named controller who signs off on every number, so leadership can run the business on financials it trusts. Based in Cincinnati and Tampa, serving clients nationwide since 2018.

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