

# Year-End Finance Preparation Checklist: Finish the Year Strong with SurePoint & 4L

The final weeks of the fiscal year are some of the most demanding for law firm finance teams. Clean data, accurate records, and aligned systems directly impact billing, collections, attorney compensation, and confidence in reporting. Small issues now can turn into costly rework in Q1.

## Finance

- Review current billing rates and fee schedules.
- Confirm rate changes planned for the new year and secure approvals.
- Update rate tables based on promotions, departures, and new hires.
- Review cost rate and compensation structures tied to staffing changes.



**“Tying up those loose ends now sets your firm up for a smoother, more successful start to the new year.”**

Jenna Keberdle, Sr. Customer Success Manager  
SurePoint® Technologies

## WIP, AR & Trust

- Review unbilled WIP and outstanding AR; develop a collections plan.
- Validate trust balances and ensure reconciliations are current.
- Confirm trust accounting compliance requirements.

## Financials & General Ledger

- Review draft financial statements for accuracy and completeness.
- Reconcile bank accounts through the latest period.
- Review general ledger setup and identify cleanup or reclassification needs.



**"When firms head into year-end with clean numbers and current records, the close moves faster and the reporting is more reliable. It's one of the simplest ways to protect financial accuracy."**

**Laurence Winters, Chief Operating Officer**  
4L Managed Accounting

## 1099 Readiness

- Verify vendor records and tax IDs.
- Confirm whether the firm meets the 10+ IRS e-file requirement.
- Confirm access to IRS FIRE/IRIS systems.
- Review updated 1099 formats in your finance system.

## Technology & Systems

- Confirm automated jobs, integrations, and scheduled tasks are running properly.
- Test key integrations and connected systems to ensure credentials, configurations, and dependencies are up-to-date
- Validate backup schedules and retention policies.



### **Need support with year-end processes or system readiness?**

Connect with SurePoint ([www.surepoint.com](http://www.surepoint.com))  
or 4L ([www.4l-law.com](http://www.4l-law.com)) for guidance and best practices.