

Year-End Checklist for Construction Businesses



Business:

- ☐ Close any inactive businesses.
- ☐ Review status of existing businesses.
 - ☐ Check your business filing status at Office of Secretary of State.
- ☐ File Annual Report for your business.
 - ☐ Form is usually available from Office of Secretary of State.
- ☐ File "Articles of Amendment" for:
 - ☐ change in address.
 - ☐ change in authorized shares.
 - ☐ change in Board Members.
- ☐ Hold annual meeting.
 - ☐ Bring meeting minutes up to date.
 - ☐ Bolster corporate shield by operating as separate, non-personal, entity.
- ☐ Tie up legal loose ends.
 - ☐ Make certain your DBA (**Doing Business As**) is up to date.
 - ☐ File for applicable Trademark/Copyrights.
 - ☐ Make sure all building permits are up to date.
 - ☐ Confirm that contractor licenses are current in areas where you build.
- ☐ Review retirement account and investments.

Marketing:

- ☐ Google your company and review the information you find.
- ☐ Use Google Alerts to flag any Internet entries about your company.
 - [Google Alerts](#)
- ☐ Apply to and learn to use Google Analytics.
 - [Google Analytics](#)
- ☐ Plan next year's marketing effort.
 - ☐ Identify your main market demographic.
 - ☐ Quantify household size, income, market geography, etc.
 - ☐ Make sure the niche is small enough to own, big enough for profit.
- ☐ Determine how you will reach your target market.
 - ☐ Identify the specific marketing strategies to be employed.
 - ☐ Identify the specific marketing tactics to be used.
 - ☐ Identify the specific marketing materials to be employed.
 - ☐ Create any additional materials needed.
 - ☐ Review your website to identify marketing correlations available.
 - [Sales Projection based on Marketing Effort](#)
- ☐ Review your branding for consistency of message.
 - ☐ Logo
 - ☐ Site signs
 - ☐ Vehicle signs
- ☐ Review, test and update the following on your website.
 - ☐ Company information
 - ☐ Contact information

- ☐ E-mail routing from "Contact Us" page
- ☐ Automated outgoing messages
- ☐ Copyright
- ☐ Privacy Policy statements
- ☐ Outgoing links
- ☐ Incoming links
- ☐ Domain record ownership and renewal date
- ☐ Review your other marketing materials.
 - ☐ Business card
 - ☐ Letterhead and envelopes
 - ☐ Proposal form

Crew:

- ☐ Make sure you have W-9 forms on file for all subcontractors.
- ☐ Know, record and stay on top of status of subcontractor insurance coverages.
- ☐ Make sure all subs have agreed to your company Terms and Conditions.
 - [Terms and Conditions](#)
- ☐ Choose to begin using the Subcontractor Management Contract system.
 - [Terms and Conditions -> Scope of Work -> Work Order -> Inspection Reports](#)

Project:

- ☐ Make sure you have written and signed Change Orders for all current projects.
 - [Confirmations of Instruction](#)
- ☐ Close out all completed projects for the past year.
- ☐ Study the Job Cost reports so you know where you made and lost money.
- ☐ Update your estimating database so you are using the right numbers for your proposals.
- ☐ Study the financial reports so you know how healthy your business is.

Finance and Risk Management:

- ☐ Review current year's Nine Numbers of Your Business.
 - ☐ Cash Flow Statement (Beginning Cash --> Cash In/Out --> Ending Cash)
 - ☐ Income Statement (Sales --> Expenses --> Net Profit (Loss))
 - ☐ Net Worth Statement (Assets --> Liabilities --> NET WORTH)
- ☐ Create a written budget for next year
 - [Establish next year's ProForma](#)
 - [Establish Break-Even Sales level](#)
- ☐ Project your Asset Purchases.
- ☐ Verify loan amounts on all outstanding loans.
- ☐ Figure out when you can rest your Lines of Credit, if possible.
- ☐ Reconcile all bank accounts.
- ☐ Reconcile all credit card accounts.