

2023 Essential Financial Tasks

January

1/17 - 4th Qtr Estimated Taxes Due
 Early/Mid Jan. - Finalize 2023 Goals & Gameplan
 Prep & Send 1099's, due 1/31

February

Send all documents to CPA/EA for 2022 filing.
 Refine goals, ensure you have a plan to implement goals.

March

Finalize taxes, meet with CPA/EA to begin tax planning for 2023
 Use 2022's tax outcomes to make 2023 more tax efficient

April

4/18 - 1st Qtr Estimated Taxes Due
 4/18 - 2022 Year End Taxes Due
 4/18 - Deadline to make 2021 IRA contributions

May

Evaluate tax savings YTD now that 1st payment has been made
 Confirm 2022 books are closed & accurate

June

6/15 - 2nd Qtr Estimated Taxes Due

July

Check in on progress of 2023 financial goals.
 Readjust as needed

August

Check in on profitability YTD compared to 2022 YTD, prepare to make purchases/contributions as needed

September

9/15 - 3rd Qtr Estimated Taxes Due
 Check in on tax savings account, adjust savings contributions as needed

October

Begin tax planning with CPA/EA to optimize 2023 taxes
 10/16 - Taxes due if extended

November

Continue tax planning to optimize 2022
 This is the time to consider purchases, or, cutting back on purchases

December

Make year-end purchases & contributions to lower tax liability, if needed
 Begin creating 2024 goals

*Each month should include a review of the Profit & Loss, Balance Sheet, & Statement of Cash Flows, comparing to previous months & YTD

*This guide does not include all deadlines for payroll liabilities, certain corporation deadlines etc.

