

2025 STR ACCOUNTING CLOSEOUT CHECKLIST

A Comprehensive Year-End Readiness Guide Presented by HostAllies & Clearing

BANK & TRUST ACCOUNT RECONCILIATION (NON-NEGOTIABLE)

- All operating accounts reconciled through 12/31/2025
- All trust accounts reconciled through 12/31/2025
- Ending bank balances match the accounting system exactly
- No unexplained reconciling items older than 30 days
- Owner funds are not commingled with operating cash
- Trust Bank Balance = Sum of Trust Liability Balances

👉 IF TRUST \neq LIABILITIES,
STOP HERE AND FIX THIS FIRST

BOOKING-LEVEL REVENUE

- Every reservation has:
 - Gross rent
 - Cleaning fees
 - Channel fees
 - Taxes & remittances
 - Net payout
- OTA payouts tie back to specific reservation
- No orphaned deposits or unidentified income
- Refunds, chargebacks, and cancellations properly reflected
- 2025 stays vs. 2026 stays clearly separated (no revenue bleed)

TAXES

- Occupancy / lodging taxes tracked separately
- All tax liabilities either:
 - Remitted in 2025 or
 - Properly accrued as of 12/31
- No negative or overstated tax balances
- OTA-collected taxes excluded from your revenue
- Local filing jurisdictions clearly documented

PAYROLL, CONTRACTORS & 1099

- Payroll expenses reconciled to payroll provider reports
- Contractor expenses clearly identified
- W-9s collected for all vendors/owners requiring 1099s
- Data to back up the 1099 totals/ year-end statements

EXPENSES

- All expenses categorized consistently
- Property-level allocation completed where applicable
- Owner vs. company expenses clearly separated
- No "miscellaneous" overuse
- All receipts attached for material expenses
- Capital improvements flagged (not expensed incorrectly)

OS & LIABILITY ACCURACY

- Owner statements issued for every owner
- Owner balances tie exactly to trust account liability
- Owner distributions properly recorded
- No negative owner balances unless contractually allowed
- Management fees calculated per agreement

BALANCE SHEET SANITY CHECK

- No negative asset accounts
- No mystery balances in:
 - Undeposited funds
 - Clearing accounts
 - Suspense accounts
- Credit cards reconciled
- Loans & merchant advances properly classified
- Accrued liabilities make sense & documented

DOCUMENTATION FOR YOUR CPA

- Final Profit & Loss
- Final Balance Sheet (as of 12/31/2025)
- Trust account reconciliation report
- Owner liability summary
- Tax liability summary by jurisdiction
- Notes on any unusual transactions or one-time events