



# YEAR-END PLANNING CHECKLIST FOR FAMILY-OWNED BUSINESSES

The following checklist highlights the key conversations, decisions, and financial steps every family-owned business should consider before entering the new year.

- Align on long-term family vision and business objectives.
- Hold a structured family meeting that includes active and non-active shareholders.
- Review operational performance metrics and generational readiness.
- Assess leadership succession pathways and role clarity.
- Evaluate debt structure and explore refinancing opportunities.
- Review equipment utilization and future acquisition plans.
- Build or update the annual capital plan.
- Assess insurance coverage, bonding needs, and risk exposure.
- Review tax strategy, gifting plans, and entity structure with advisors.
- Confirm estate planning and buy-sell agreements are up to date.
- Evaluate key-person risk and document knowledge transfer plans.
- Strengthen diversification of lending relationships.
- Share the year-end plan with leadership teams and financial partners.

## SUPPORT FOR WHAT COMES NEXT

If this checklist raises questions or highlights opportunities, your local Equify representative can help you evaluate your options with clarity and confidence.