



YEAR-END ACCOUNTS CHECKLIST

Please supply the following, as applicable, so we can complete your financial accounts for this year/period. Where you use computerised accounts please supply an electronic copy of your data.

- ❖ Cash/Bank book
- ❖ Sales/Purchase Ledger (where used)
- ❖ Copy of invoices to customers /clients
- ❖ Suppliers invoices (& invoices of items purchased)
- ❖ Bank statements
- ❖ Cheque book stubs/paying in books
- ❖ Petty cash vouchers/book
- ❖ Details of any amounts unpaid by customers/clients at the year-end (trade debtors)
- ❖ Details of any amounts owed to suppliers at the year-end (trade creditors)
- ❖ Estimate of the level of stock on hand and/or uninvoiced work at the year-end (this should be valued at the lower of cost or realisable value)
- ❖ Confirmation of type and registration number of motor vehicle(s) owned at end of year if applicable
- ❖ Confirmation of private proportion in relation to motor and travel, telephone, light and heat etc. (not applicable for limited companies)
- ❖ If any properties, stocks or shares have been bought or sold in your financial year - a copy of the completion statement or contract note
- ❖ Copies of your VAT returns and VAT worksheet (if relevant)
- ❖ Copies of any employee deduction worksheets for the tax years spanning your financial year and amount of closing PAYE creditor, together with a copy of form P35.
- ❖ Copies of the P11D returns made during the year and a note of Class 1A NIC paid.
- ❖ Copies of hire purchase or leasing agreements taken out during the year or other finance arrangements
- ❖ Loan or mortgage statements
- ❖ Any other books, records or information used in the financial year
- ❖ If a limited company - your statutory books, or copies of any directors or shareholders meetings.
- ❖ Details of any potential liabilities that might be incurred from matters in dispute (e.g. employment tribunal claims; penalties; rent reviews etc.).
- ❖ If a charity or limited company, copies of minutes which relate to significant expenditure decisions or changes to financial policy.