

**GARBETTS CHARTERED CERTIFIED ACCOUNTANTS
YEAR END CHECK LIST**

Please complete this list and send it to us with your records.

Your name

Garbetts file number/client reference for you

Business name (if any)

Business year end

Contact details for queries
(person and phone number)

Are your records computerised? (tick as appropriate) yes no

If so, please see the guidance in our year end procedures notes.
We can only accept electronic data from the following packages, tick as applicable:

Spreadsheet tick as appropriate
Sage
Quicken/quick books

Is the data supplied by

E-mail tick as appropriate
CD Rom
Disk (in which case please send two identical disks)

Please state logon name and password

Supporting paperwork

The following items we need in all cases, including situations where we do some of your bookkeeping/ vat accounting for you:

tick as appropriate
Enclosed Not applicable

• A list of debtors (amounts owed to you) at the year end
(If you are VAT registered please indicate whether the amounts are gross or net of VAT)

• A list of creditors (amounts owed by you) at the year end
(If you are VAT registered please indicate whether the amounts are gross or net of VAT)

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• Stock list/value at the year end
(at lower of cost/realisable value excluding vat where registered)

• Work in Progress list/value at the year end
(at lower of cost/realisable value excluding vat where registered)

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A list of assets bought or sold, with copy invoices. If assets have been bought on Hire Purchase or Lease, a copy of the agreement is needed please. If assets have been part exchanged, full details are needed.

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If motor expenses are claimed on a mileage basis rather than expenses incurred, a note of business miles for last year. For companies, car expenses will always be on a mileage basis. For sole traders and partnerships the position may vary, please check with us if you are unsure

The following items we normally need, but in some cases they may not be applicable, or we may have them if we do some of your bookkeeping/vat accounting for you:

tick as appropriate	
Enclosed	Not applicable

• Cash book/bank book
If possible including one month after the year end

• Petty cash book
If possible including one month after the year end

• Purchase ledger/day book (you may not have one of these)
If possible including one month after the year end

• Sales ledger/day book (you may not have one of these)
If possible including one month after the year end

• Bank statements (including deposit accounts).
Please make sure the statements go up to at least two weeks after the year end
Records should be supplied for business accounts, and personal accounts used for business.

• Cheque stubs/pay in stubs - for the accounts above

• Building society passbooks (a copy is fine)

• Sales invoices
If these are very bulky, check with us first

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- Purchase/expense invoices
If these are very bulky, check with us first

- Payroll/CIS records, including yellow payslip book (For tax years that haven't yet ended, please provide copies).

- VAT records, including copies of VAT returns and vat workings

- Statements on loan accounts, mortgages, etc

- If you run a hotel, guest house, restaurant or similar details of own consumption and any adjustments made.

- If you run your business from home, details of household costs incurred for business.

- If you have a non working spouse/partner whose allowances need to be utilised for tax purposes, please provide details.

- Any other relevant information

Notes	
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