

Year-End Prep Checklist

Use this checklist to get your records ready for your year end accounts and tax filing. Tick items as you go, then upload/send everything in one go (your future self will thank you).

Client / business name	_____	Year end date	_____
Main contact	_____	Accounts period	From _____ to _____
Company no. / UTR	_____	Deadline	_____

1) Access & core records

- Provide access to your bookkeeping system (or confirm existing access is still correct).
- Send bank statements for ALL business accounts covering the full year (PDF or CSV).
- Send credit card statements for ALL business cards covering the full year.
- Send statements/exports for payment processors (e.g., Stripe, PayPal, GoCardless, Square, Amazon, Shopify).
- Confirm the list of business accounts/cards/processors is complete (include any opened/closed during the year).

2) Sales, income & supporting docs

- Sales invoices list (or confirm invoices are complete in your system).
- Any sales platforms reports (e.g., Amazon settlements, Etsy payouts, Shopify sales summaries).
- Evidence for any other income (grants, insurance claims, interest received, dividends, rebates).
- Customer deposits/advance payments: list of amounts received but not yet delivered at year end (if applicable).

3) Purchases, expenses & supplier docs

- Supplier bills/invoices for major costs (especially anything not already uploaded).
- Receipts for out-of-pocket expenses paid personally for the business.
- Subscriptions & software: confirm any started/cancelled during the year.
- Mileage log (if claiming mileage) or vehicle running costs breakdown (if claiming actual costs).
- Home office costs: method used (simplified or actual) and any supporting figures (if applicable).

4) VAT (if registered)

- Confirm VAT scheme (Standard / Flat Rate / Cash Accounting / Margin scheme / other).
- Provide VAT returns submitted during the year (or confirm they are filed in your system).
- Share details of any partial exemption, reverse charge, import VAT, or overseas sales (if applicable).
- List any large purchases where VAT was claimed (assets, vehicles, equipment) and provide invoices.

5) Payroll & people (if you have staff/directors on payroll)

- Payroll reports for the year (RTI submissions / FPS & EPS summaries).
- P60s (and P11Ds if applicable) plus any benefits in kind details.
- Director remuneration plan: confirm salary, dividends, and any changes during the year.
- Pension scheme reports and employer/employee contribution totals.

6) Loans, finance & other balances

- Loan/finance statements (bank loans, directors loans, HP/lease agreements, merchant cash advance).
- Interest and fees breakdown where available (helps with correct P&L; classification).
- Any new funding: agreements for investor loans, grants, or crowdfunding.
- List of any personal transactions that went through the business bank (we'll allocate correctly).

7) Fixed assets & stock (if applicable)

- Fixed asset purchases list (date, supplier, description, amount) for equipment, vehicles, computers, etc.
- Disposals: anything sold, scrapped, or returned (include sale proceeds and dates).
- Stock take at year end (quantity and value method).
- WIP / job costing summary at year end (if you run projects/contract work).

8) Year-end confirmations

- Confirm the business address and principal trading activity (and any changes).
- Confirm accounting basis (cash vs accrual) if relevant to your business/filing.
- Confirm any large one-off items this year (legal disputes, write-offs, exceptional costs).
- Provide notes of any issues you want us to consider (e.g., bad debts, refunds, disputes).
- Sign off: you confirm the information provided is complete to the best of your knowledge.

Handy tip: If you're unsure where something fits, send it anyway. It's easier to ignore a duplicate than to chase a missing statement later.