

Year-End Accounts Checklist

Records to Gather

- Bank statements for all business accounts (full year)
- Sales and purchase invoices and receipts issued during the year
- Payroll records and P60s

Income

- Note any grants or government support received
- Flag any unusual or one-off income items
- Confirm any outstanding debtors at year end

Expenses

- Reconcile all business expenses against bank statements
- List any director expenses to be reimbursed
- Note any prepayments or accruals

Directors & Shareholders

- Confirm dividends paid during the year with dates and amounts
- Confirm director salary payments and PAYE submissions
- Reconcile the directors loan account balance



Let me know if you have any questions or need some help

Email: joshua@tryfigures.com
Phone: +44 7775 081123

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