



BOOKKEEPING QUARTER END CHECKLIST

- All sales invoices raised & sent?
- Upload all receipts
- Reconcile bank
- Chase overdue customers
- Pay all suppliers
- Run payroll
- Pay employees
- Schedule HMRC PAYE & NI payment
- Do a stock take
- Run, check & file VAT return
- Schedule VAT payment
- Check last 12 months turnover
- Compare to VAT threshold
- Run P&L and compare to budget
- Put cash aside for tax on profit
- Register assets & run depreciation
- Run balance sheet
- Check tax balances correct
- Review drawings/director's loan
- Check assets & stock balances
- Set aside cash for other tax payments
- Check HMRC have allocated payments correctly

NOTES

