



BOOKKEEPING YEAR END CHECKLIST

- Complete month/quarter end checklists
- Compare bank balances to statements to ensure they match
- Check all outstanding sales and bills are correct
- Mark any bills paid personally as paid to drawings/director's loan account
- Ensure stock take correct
- Make adjustments for work in progress and payments in advance (or prepare details for your accountant)
- Ensure all expenses paid personally are accounted for
- Add in mileage
- Add in use of home
- Complete handover with accountant!

NOTES

