



Company year end checklist from F & F Business Strategies Ltd

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We specialise in supporting small businesses who want more than just number crunching, but want insight, simplicity, and strategic growth. Our approach is practical and proactive. From annual accounts and tax planning to business plan and business advisory, we help you stay compliant while building confidence in your business decisions.

Pre-Year-End Preparation

- ☐ Confirm company year-end date
- ☐ Review accounting policies (revenue recognition, depreciation, provisions)
- ☐ Ensure bookkeeping is up to date (all transactions recorded)
- ☐ Reconcile all bank accounts and petty cash
- ☐ Chase unpaid customer invoices and review debtors
- ☐ Pay outstanding supplier invoices or accrue for them
- ☐ Check employee expense claims are submitted and approved
- ☐ Perform stock take / inventory valuation
- ☐ Review fixed asset register (additions, disposals, depreciation)

Income & Expenses

- ☐ Ensure all sales invoices are issued and posted
- ☐ Record all purchase invoices and credit notes
- ☐ Accrue for expenses not yet invoiced (utilities, rent, subscriptions)
- ☐ Prepay relevant costs (insurance, software, service contracts)
- ☐ Review director/employee loans and repayments

Balance Sheet Review

- ☐ Bank reconciliations complete and differences resolved
- ☐ Debtors (accounts receivable) aged report checked for bad debts

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- ☐ Creditors (accounts payable) report reviewed
- ☐ VAT reconciled and submitted (if applicable)
- ☐ PAYE / Payroll taxes reconciled and paid
- ☐ Loans, leases, and financing reconciled to statements
- ☐ Share capital, reserves, and dividends properly recorded

Tax & Compliance

- ☐ Calculate corporation tax liability
- ☐ Review tax adjustments (capital allowances, disallowable expenses, R&D claims)
- ☐ Confirm directors' remuneration and benefits (P11D)
- ☐ Check deadlines for tax filings (CT600)
- ☐ Check deadlines for statutory accounts filing (Companies House)

Financial Statements

- ☐ Prepare trial balance and review journals
- ☐ Draft Profit & Loss (Income Statement)
- ☐ Draft Balance Sheet
- ☐ Draft Cash Flow Statement (if required)
- ☐ Ensure notes to the accounts are prepared
- ☐ Get accounts reviewed/audited (if applicable)
- ☐ Obtain director/board approval

Post-Year-End Actions

- ☐ File accounts with relevant authorities
- ☐ File corporate tax return
- ☐ Distribute accounts to shareholders
- ☐ Plan for next year: set budgets, review KPIs, cash flow forecasting
- ☐ Archive records and ensure document retention compliance

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