

Year-End Bookkeeping Checklist

What to gather before we close your books — bank recs, invoices, stock, directors' loans, and year-end adjustments.

- Bank and credit-card statements for the full year, fully reconciled.
- Sales invoices, purchase invoices and unpaid aged lists.
- Stock counts, fixed-asset additions/disposals, and mileage logs.
- Directors' loan account movements and any personal/business splits.
- Payroll summaries, pension, VAT returns and Companies House filings.

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This note is general information, not personal tax advice. Confirm current HMRC dates before you act.