

What does your accountant need from you at year end?

If your records are not produced using software:

| | What we need | Comments/Information |
|-----|--|-----------------------------|
| 1. | Where you use online banking, please download your bank statements for the whole year as a .qif, .csv or .ofx file and e-mail them to us. If you need help, please call. If you cannot do this let us have the paper versions. | |
| 2. | Your paying-in books and cheque books for the year. | |
| 3. | Credit card statements for the year if used for the business. | |
| 4. | Your sales invoices or list of takings for the whole year. | |
| 5. | Your invoices for your expenses. | |
| 6. | Please email us any accounting spreadsheets you may have prepared. | |
| 7. | A note of cash and unbanked cheques at the year end. | |
| 8. | Value of stock held (if applicable) valued at the cost to you. (Please download a farmer's stock sheet from our website) | |
| 9. | If you are VAT registered please let us have copies of your VAT returns for the year and your workings. | |
| 10. | Amounts owed by you to suppliers. * | |
| 11. | Amounts owed to you by your customers. * | |

| | | |
|-----|---|--|
| 12. | Details of any work partly completed at the year-end but not invoiced until after that date. This should be valued to include cost of materials, direct wages and a percentage of the business overheads. | |
| 13. | If you have a PayPal account, please ensure that you provide monthly transaction reports for the year and the balance of your PayPal account at your year end. | |
| 14. | If you have purchased a vehicle within the last 12 months please ensure you supply us with the make, model and CO2 emissions. | |
| 15. | Completion statements for any properties purchased in the year. | |
| 16. | Any loan/HP or lease agreements entered into during the year. | |

*(Please note where you are VAT registered the VAT should be shown separately for items 10 and 11).

If you have any queries regarding any of the details on this checklist, please email info@maynardjohns.co.uk or call 01237 472071.