

## What does your accountant need from you at year end?

If your records are produced using software:

	<b>What we need</b>	<b>Comments/Information</b>
1.	Please send us a back up of your software. You can use our client portal to do this (check our website). If you use cloud software, please send us an email to let us know it is ready.	
2.	Please download a bank statement for all accounts at the year-end showing the closing balance as a .qif, .csv or .ofx file and e-mail it to us. If you need help, please call.	
3.	If you use one, a credit card statement at the year end.	
4.	A note of cash and unbanked cheques at the year end.	
5.	Value of stock held (if applicable) valued at the cost to you. (Please download a farmer's stock sheet from our website)	
6.	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.	
7.	If you have a PayPal account, please ensure that you provide your balance at the year end. If the transactions are not on the software please provide summaries for the whole year.	
8.	If you have purchased a vehicle within the last 12 months please ensure you supply us with the make, model and CO2 emissions.	

9.	Completion statements for any properties purchased in the year.	
10.	Any loan/HP or lease agreements entered into during the year.	

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