



YEAR-END CHECKLIST

Get ready for year-end

A simple checklist to gather your records, avoid delays and keep your accountancy fees down.

Inside this guide

- + Records to gather before you contact us
- + Sales and marketplace payouts
- + Expenses, bank accounts and stock
- + Loans, payroll, directors and VAT
- + Key UK deadlines and how to send us your records

How to use this checklist

Work through each section and tick off what you have. Sending complete, organised records means faster accounts, fewer queries and lower fees. If something doesn't apply to your business, skip it. If you're unsure whether something matters, include it and we'll advise.

1. Gather the basics

Collect these first so nothing is missed.

- ☐ **Bank statements for every account**
Business current and savings accounts, plus any personal account used for business, for the full year.
 - ☐ **Credit card and PayPal statements**
Include any card used for business spending.
 - ☐ **Last year's accounts and tax returns**
Handy if you have changed accountant or we don't hold them.
 - ☐ **Loan, finance and hire purchase statements**
Showing the balance at your year-end and the interest charged.
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2. Sales and income

Every pound earned needs to be recorded, however it was paid.

- ☐ **All sales invoices issued**
Check numbering is continuous and nothing is missing.
 - ☐ **Marketplace and payment platform reports**
eBay, Etsy, Amazon, Shopify, Stripe, PayPal and similar. Download the full-year payout and fee reports.
 - ☐ **Refunds, returns and chargebacks**
Keep records of refunds given and any disputed payments.
 - ☐ **Cash and other income**
Include anything paid outside the business bank account.
 - ☐ **List of unpaid invoices**
Who owes you money at year-end, how much, and for what.
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3. Expenses

Keep receipts and invoices that show who you paid, when, and what for.

- ☐ **Purchase invoices and receipts**
For stock, equipment, software, subscriptions, rent, insurance and professional fees.
- ☐ **Vehicle mileage log**
Dates, journeys and miles for any business use of a personal vehicle.
- ☐ **Home-working costs**
If you claim them, keep the figures and the basis for the claim.
- ☐ **Personal spending removed**
Mark or list anything private that went through the business account.
- ☐ **Overseas and foreign currency purchases**
Include the invoice and the date, not just the card statement.

4. Stock and equipment

These can affect profit as well as your balance sheet.

- ☐ **Stock count and value at year-end**
Date of the count, quantities and cost price of each item.
- ☐ **Equipment and vehicles bought**
Invoices for larger purchases such as computers, machinery and vehicles.
- ☐ **Anything sold, scrapped or taken for personal use**
Include date and sale price.

5. Payroll, directors and loans

Tick what applies to you.

- ☐ **Payroll records up to date**
Payslips, submissions to HMRC and pension contributions, if you have employees or pay yourself a salary.
- ☐ **Dividends**
Dates, amounts and the paperwork for any dividends declared.
- ☐ **Director's loan account**
Money taken from or lent to the company, including anything you repaid.
- ☐ **Benefits provided**
Company cars, private medical cover or other perks, if any.

6. VAT

If you are VAT registered.

- ☐ **All VAT returns submitted**
Confirm every return for the year has been filed and any payments made.
- ☐ **VAT scheme and registration details**
Tell us if you have changed schemes or deregistered.
- ☐ **Overseas sales and imports**
Keep records of where goods were shipped and any import VAT paid.

7. Key UK deadlines

These are the usual dates. Yours may differ, so check gov.uk or ask us.

What	Usual deadline
Self Assessment tax year	Ends 5 April. Online return and payment due by 31 January after the year-end.
Company accounts to Companies House	Normally 9 months after your company year-end.
Corporation tax payment	Normally 9 months and 1 day after your company year-end.
Company tax return (CT600)	12 months after the end of the accounting period.
VAT returns	Usually 1 month and 7 days after each VAT period ends.

Ready? Send us your records

Upload or email your documents together, named by section where you can. Scans and clear phone photos are fine. Please send everything at once, as piecemeal records slow things down.

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Important: this guide is general information, not tax or legal advice, and rules and deadlines change. Please speak to us about your own circumstances. Side by Side Accounting Ltd.