



THE BASICS

- Complete data entry for all transactions made and received before 31st March
- Carry out a bank reconciliation to confirm the 31st March bank position and print a copy
- Complete a VAT claim to the 31st March (not mandatory but recommended)
- Confirm your asset register is up to date - the total purchase value will be entered into Box 9 on the Annual Return
- Check that the outstanding amount of all loans have been updated to the end of year balances - this figure will be entered into Box 10



ADDITIONAL CHECKS (I&E ONLY)

- Enter end of year adjustments for goods & services received and not yet paid and payments or income made/received in advance.
- Check the closing reserve balances, making sure that all transfers to capital and earmarked reserves for the year have been made
- Produce a report to show the affect of the previous & current year adjustments on the accounts
- Produce a report with the total income and expenditure for the year that takes into account any adjustments
- Check your fixed assets and borrowings and produce the balance sheet - make sure your figures are net of VAT



FINAL CHECKS (ALMOST THERE!)

- Run the annual return - once correct, transfer the figures to your AGAR
- Once your accounts have been signed off and audited your year end is complete!