Meridian Accounting Services Ltd

Accounting firm year-end checklist

Year-end file - from trial balance to filing, in the right order.

Client: _____

Year end: _____

Checks

Check	Yes	No	N/A
Trial balance agreed to nominal ledger	☐	☐	☐
Bank reconciliations - all accounts, year-end date	☐	☐	☐
Debtors and creditors reviewed - provisions where needed	☐	☐	☐
Stock / WIP verified	☐	☐	☐
Fixed asset register updated - additions and disposals	☐	☐	☐
Accruals and prepayments posted	☐	☐	☐
Tax computations prepared	☐	☐	☐
Disclosures and notes drafted	☐	☐	☐
Accounts approved and signed	☐	☐	☐
Filed with Companies House / HMRC - deadlines met	☐	☐	☐

Actions required List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____