

Year End Accounts & tax

Year end

Review draft numbers before the year end to identify accounting issues, any work to be done to generate required data and tax planning opportunities.

Identify deadlines.

Finalise year-end numbers in client's bookkeeping system. Produce a **Year-End workbook** that details the key figures and gives explanations where required.

Consider the impact of the published results and any explanatory information to be included in the accounts.

Where no audit is required, consider the benefit of a **non-audit financial review** to examine the key numbers, make sure they are accurate and that the financial systems have been working throughout the period.

Draft the financial accounts and tax computation. Prepare **disclosure checklist** and discuss the draft numbers with the client. Identify any representations required from the client in respect of any numbers and accounting issues.

Consider any post balance sheet events and post year-end trading.

File accounts with Companies House and submit tax returns to HMRC.

Feedback to client any thoughts that might improve:

- Profitability
- Cashflow
- Systems & cost savings
- Profit extraction

