

<b>OPERATIONS SYSTEM</b>	<b>End of Year Documents &amp; Routines Checklist - Charities</b>
<b>Charity Name</b>	
<b>Year End</b>	

Responsibility for job	
<p>Dear Client</p> <p>Please let us have all records to prepare/audit your accounts. As a rule of thumb, if any document relates to finance, we will need it. We would rather have too much than too little. We have set out a list of items we need below, but your organisation may have other financial documents not listed - please send them to us!!</p> <p><b>IMPORTANT: Please note that Dates MUST be entered in FULL. Printouts <u>must</u> be supplied where requested/available. Completed Checklist MUST be returned to us. If any section can not be completed, please state reason in comments section.</b></p> <p>Any questions - please call us on 020 8527 6912. <span style="float: right;">The Team at <i>Jackson &amp; Jackson</i></span></p>	

<b>ITEM</b>	<input checked="" type="checkbox"/>	<b>DATE FROM</b>	<b>DATE TO</b>	<b>COMMENTS</b> (including details of anything that not sent)	<b>FOR USE BY Jackson &amp; Jackson ONLY</b>
<b>For All Systems, provide:</b>					
Any manual records (eg cash books, ledgers, etc.)					
Bank Statements: Acct No.: .....					
Bank Statements: Acct No.: .....					
Bank Statements: Acct No.: .....					
Bank Statements: Acct No.: .....					
<i>Addl accounts - add to end &amp; tick here</i>					
Cheque book stubs and paying in books (All accounts)					
Sales/Customer Invoices					
Purchase/Supplier invoices					
Cash invoices					
Supplier statements at year-end.					

ITEM	✓	DATE FROM	DATE TO	COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Wages and PAYE records, including copy of P35 & P14s, and yellow payslip book, for tax years covered by accounts					
Copies of any new HP/ Finance agreements					
Details of any vehicles or other assets bought, disposed of, or part exchanged during the year.					
Details of cash and cheques in hand (i.e. not banked) at year-end.					
VAT workings and copies of VAT returns.					
Details of closing stock and work in progress.					
<b>For Computerised Systems, provide:</b>					
Floppy disk or CD of the computerised accounting system used <b>before the year end has been run</b> (Sage Line 50 or Quick Books only)				<i>Please provide user name. If password protected, please phone us.</i>	
Floppy disk or CD of the general/nominal ledger and Trial Balance <b>before the year end has been run</b> - exported to Excel or csv format (Even where actual data supplied, as above)					
<b>The following computer reports. Your software might refer to them differently. Some are required in hard copy AS WELL AS on disc – this will be indicated HC.</b>					
<p><b>Sales ledger</b></p> <ul style="list-style-type: none"> <li>• Aged debt report (summary) <b>HC</b></li> <li>• Day books - sales invoices/receipts</li> <li>• Customer Activity (for full year)</li> </ul> <p><b>Purchase ledger</b></p> <ul style="list-style-type: none"> <li>• Aged creditors report (summary) <b>HC</b></li> <li>• Day books - purchase invoices/ payments</li> <li>• Supplier Activity (for full year)</li> </ul> <p><b>Nominal ledger</b></p> <p>Trial balance Nominal Activity(for full year) Audit trail (for full year) Profit and loss for year <b>HC</b> Balance Sheet at year end <b>HC</b> Nominal Activity(for period from <u>year-end to date</u> - i.e. subsequent transactions to year)</p> <p><b>Other</b> Management Accounts/reports you prepare</p>					

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<b>For Non-Computerised Systems, provide:</b>					
Cashbook					
Sales daybook					
Purchases daybook					
A list of amounts owed to you (debtors)					
A list of amounts you owe (creditors)					
<b>Additional items required (all systems) All to be Printed or /Photocopied:</b>					
ITEM	✓			COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Documents from funders for money granted in year, setting out amounts and any restrictions applicable.					
Photocopy of a single blank cheque from <u>each</u> cheque account operated. Please write VOID across the copy!					
Copies of Minutes of all meetings in the year, <u>and</u> for the period to date, for Trustees and AGM.					
Copies of any separate reports you prepare for Trustees and Funders, including analysis of funds, income and expenditure between funds, etc.					
SORP2005 requires charities to match expenditure against income, and allocate support costs in activities. Income is required to be allocated into different funds, if applicable. Restricted funds need analysing into Funders and types of fund.). We will require this information from you.					
The Trustees' Report for the year, which will be included within the accounts. <b>Please supply this report only as Word file, not hard copy.</b>					
For <u>unincorporated charities</u> - if this is the first year we are acting for you, please supply a copy of your governing document.					
For <u>incorporated charities</u> - if this is the first year we are acting for you, please supply a copy of your Memorandum & Articles of Association, and Certificate of Incorporation.					
If this is the first year we are acting for you, please supply a full copy of your last accounts.					
Copies of any tax correspondence with the Inland Revenue.					



