

OPERATIONS SYSTEM	End of Year Documents & Routines Checklist - Charities
Please note this checklist must NOT be used where we do NOT prepare accounts as well – USE End of Year Documents Checklist – Audit Only	
Charity Name	
Year End	

Responsibility for job	
Dear Client	
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!!	
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.	
Any questions - please call us on 020 8527 6912. The Team at <i>Jackson & Jackson</i>	

ITEM	✓	DATE FROM	DATE TO	COMMENTS (including reasons you are not sending anything)	FOR USE BY Jackson & Jackson ONLY
For All Systems, provide:					
Any manual records (eg cash books, etc.)					
Bank Statements: Acct No.:					
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<i>Addl accounts - add to end & tick here</i>					
Cheque book stubs and paying in books					
Sales/Customer Invoices					
Purchase/Supplier invoices					
Cash invoices					
Supplier statements at year-end.					
Wages and PAYE records, including copy of P35 & P11s, and yellow payslip book, for tax years covered by accounts					
Copies of new HP/ Finance agreements					
Details of 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.					

For Computerised Systems, provide:

<p>BACKUP of the computerised accounting system used before the year end has been run.</p> <p>PLEASE supply backup of Administrator's copy</p>				Specify Software	Sage 50 to 2008 only Sage other QuickBooks 2006 QuickBooks 2008 QuickBooks 2010 Other
				User Name:	
				If password protected, please call us	
<p>The following computer reports exported to Excel and put on disc. Your software might refer to them differently. SAGE users – ensure all reports show totals, and are readable.</p>	✓	DATE FROM	DATE TO	COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Sales ledger items:					
Aged debt report (summary)					
Day books - invoices/receipts [Not required for QuickBooks]					
Customer Activity/Balance Detail (for full year)					
Purchase ledger items:					
Aged creditors report (summary)					
Day books - invoices/ payments [Not required for QuickBooks]					
Supplier Activity/Balance Detail (for full year)					
Nominal / General ledger items:					
Trial balance					
Nominal Activity/General Ledger (for full year)					
Profit and loss for year					
Profit and loss by Class for year					
Balance Sheet at year end					
Nominal Activity(for period from <u>year-end to date</u> - i.e. subsequent transactions to year)					
Other items:					
Management Accounts/reports you prepare					
The following computer reports printed out. Your software might refer to them differently. SAGE users – ensure all reports show totals.		DATE FROM	DATE TO	COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Sales ledger Aged debt report (summary)					
Purchase ledger Aged creditors report (summary)					
Trial balance					
Profit and loss for year					
Balance Sheet at year end					

For Non-Computerised Systems, provide:

ITEM	✓	DATE FROM	DATE TO	COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Cashbook					
Sales daybook					
Purchases daybook					
A list of amounts owed to you (debtors)					
A list of amounts you owe (creditors)					

Additional items required (ALL systems) All Printed or Photocopied:

ITEM	✓	COMMENTS (including details of anything that not sent)	FOR USE BY Jackson & Jackson ONLY
Photocopies of 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!			
Photocopies of signed Minutes of all meetings in the year, and 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.			
Photocopies of signed Leases to and from charity (all new ones in year – and all existing ones on first year we act for you)			
Photocopy of Insurance schedules showing levels of cover for year.			
The Trustees' Report for the year, which will be included within the accounts. Please supply this report only as Word file, not hard copy.			
For <u>unincorporated charities</u> - if this is the first year we are acting for you, please supply a signed copy of your governing document.			
For <u>incorporated charities</u> - if this is the first year we are acting for you, please supply a signed 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.			

