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| OPERATIONS SYSTEM | End of Year Documents & Routines Checklist – Commercial Sector |
| 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 | |

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|--|--|
| 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:

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|---|---|-----------|---------|--|---|
| <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 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 | | | | | |
| 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 Directors and AGM. | | | |
| Photocopies of signed Leases to and from entity (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 Directors' 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 entities</u> - if this is the first year we are acting for you, please supply a signed copy of your governing document. | | | |
| For <u>incorporated entities</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. | | | |
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