

YEAR END ACCOUNTS CHECKLIST

Here is a summary of the information we typically require to prepare your limited company accounts and corporation tax return.

- Is Xero fully reconciled and matched to a bank statement?
- Year end statement for all accounts and credit cards
- Payroll information (Unless we provide this)
- Total business mileage travelled using your personal vehicle
- Receipts for any business expenses paid for personally
- Information on using your home office (whether flat rate or calculated method)
- If you purchased a property(s) during the year please provide a completion statement from your solicitor for each
- If you sold a property(s) during the year, please provide a completion statement showing sale proceeds and loans repaid
- Loan/mortgage agreements for all loans entered into during the year
- Where you use a letting or management agent please provide payment slips showing deductions from rents
- If you have a company car please provide the HP or lease agreement

If you would like more information on what we need and why we need this go to www.jsmpartners.co.uk/yearend