Meridian Accounting Services Ltd

Accounting firm document checklist

What the client needs to send - ticked off as it arrives, chased when it doesn’t.

Client	Sarah Mitchell
Period	Year ended 31 march

Checks

Check	Yes	No	N/A
Bank statements - all business accounts, full period	☐	☐	☐
Sales invoices issued	☐	☐	☐
Purchase invoices and receipts	☐	☐	☐
Payroll reports (P32 / FPS)	☐	☐	☐
Loan statements and HP agreements	☐	☐	☐
Prior year accounts and tax returns	☐	☐	☐
VAT returns filed in period	☐	☐	☐
Dividend paperwork	☐	☐	☐
New asset purchases - invoices	☐	☐	☐
Any HMRC correspondence	☐	☐	☐

Actions required

List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by	Signature	Date