[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm year-end checklist

Year-end file - from trial balance to filing, in the right order.

Client	[Client name]
Year end	[Date]

Checks

Check	Yes	No	N/A
Trial balance agreed to nominal ledger	☐	☐	☐
Bank reconciliations - all accounts, year-end date	☐	☐	☐
Debtors and creditors reviewed - provisions where needed	☐	☐	☐
Stock / WIP verified	☐	☐	☐
Fixed asset register updated - additions and disposals	☐	☐	☐
Accruals and prepayments posted	☐	☐	☐
Tax computations prepared	☐	☐	☐
Disclosures and notes drafted	☐	☐	☐
Accounts approved and signed	☐	☐	☐
Filed with Companies House / HMRC - deadlines met	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date