Limited company year-end questionnaire

Please answer for the company's accounting year shown in section 1. Answer every question in sections 2 and 5 with Yes or No and give details for each Yes. In section 3 mark each record as enclosed (✓) or not applicable (N/A); in section 4 write 0 where nothing applies. The box marked "(optional)" may be left blank. Write dates as DD/MM/YYYY.

1. Company details

Company name	Company registration number
Accounting year end date	Corporation Tax UTR (10 digits)
Director completing this form	Phone and email
Bookkeeping software and whether we have access	VAT number, or "Not registered"

2. Changes during the year

Question	Yes / No	Details if Yes
Were any directors appointed or did any resign?		
Were shares issued, transferred or bought back?		
Did the registered office or trading address change?		
Did the company start or stop any business activity?		
Did it buy or sell vehicles, equipment or property costing over £1,000?		
Did it take out new loans, leases or hire purchase?		
Did it take on or lose employees, or start running payroll?		
Did it receive grants or other non-trading income?		
Did it open or close any bank, card or payment accounts?		
Did it receive any letters from HMRC or Companies House?		

3. Records enclosed

Record	Enclosed ✓	N/A	Notes
Bank statements for every account, to the year end			
List of unpaid sales invoices at the year end			
List of unpaid supplier bills at the year end			
Invoices for assets bought and sale details for assets sold			
Loan, lease and hire purchase statements at the year end			

Record	Enclosed ✓	N/A	Notes
Payroll year-end reports and pension contribution records			
VAT returns for the year			
Dividend vouchers and board minutes			
Director's loan account record			
Stock count at the year end			

4. Figures at the year end

Stock and work in progress (£) _____

Money owed by customers (£) _____

Money owed to suppliers (£) _____

Cash in hand (£) _____

5. Dividends, director's loans and expenses

Question	Yes / No	Details if Yes
Were dividends paid in the year? Give dates and total paid.		
Did a director take money out that was not salary or a declared dividend?		
Did the company pay any directors' personal bills?		
Did a director pay business costs personally that the company has not repaid? Give the total.		
Did a director use their own vehicle for business? Give business miles.		
Did a director work from home for the company? Give the arrangement.		
Did the company provide a car, health cover or other benefits to a director or employee?		

Anything else we should know (optional)

For example: plans to close or sell the company, a large contract won or lost, a bad debt, legal claims, or a change of year end

6. Director's declaration

I confirm that, to the best of my knowledge, the information and records I have provided are complete and correct, and I will tell my accountant about anything I have left out.

Director's signature	Date

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