Year-end records checklist

Mark each record as enclosed (✓) or not applicable (N/A). Send full-year statements, not extracts. If you use bookkeeping software, tell us its name and give us access instead of sending paper copies. Give a figure, or 0, for each year-end figure.

Business name _____

Year end date _____

Bookkeeping software / access given (or “None”) _____

Records for the year

Record	Enclosed ✓	N/A	Notes
Sales invoices, till or takings records			
Purchase invoices and receipts			
Bank statements, every business account, full year			
Credit card statements used for the business			
Cash book or petty cash records			
Loan and finance agreements, with interest statements			
Equipment or vehicles bought or sold (invoices)			
Business mileage log			
Home-working costs or hours worked from home			
Payroll records (payslips, RTI summaries, P60s issued)			
Pension contributions paid for staff			
VAT returns submitted for the period			
CIS statements (paid or deducted)			
Insurance, rent and utility bills			
Grants or other income received			
Money you took out of, or paid into, the business			

Figures at the year end

Stock or work in progress value _____

Money owed to you (unpaid invoices) _____

Bills you had not paid yet _____

Cash in hand _____

Changes during the year (write “None” if nothing changed)

For example: new premises, staff joined or left, new vehicle, started or stopped a service, HMRC letters

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