



Calloway Accountancy – Year-End Checklist

Supporting Tonyrefail & Beyond

ACCA-Qualified Accounting for Micro-Ltd Companies and Sole Traders

Bookkeeping & Records

- ☐ All bank transactions reconciled
- ☐ Business expenses fully recorded (inc. mileage, home office)
- ☐ Sales invoices issued and matched to payments
- ☐ VAT returns submitted (if VAT registered)
- ☐ Payroll records complete (if applicable)

Supporting Documents

- ☐ Bank statements for full year
- ☐ Loan or finance agreements
- ☐ Purchase invoices for major assets
- ☐ Dividend vouchers (if dividends paid)
- ☐ Director loan account reviewed

Financial Review

- ☐ Review profit & loss for accuracy
- ☐ Check for any missing income or costs
- ☐ Confirm director salary and tax position
- ☐ Identify any pre-year-end tax-saving actions

Submissions & Deadlines

- ☐ Companies House accounts due: **[insert date]**
- ☐ Corporation Tax return due: **[insert date]**
- ☐ Self-assessment deadline: **31 Jan** (if applicable)


Bonus Tip

- ☐ Refer a friend and receive a reward when they sign up!

Contact

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