

Your Year-End Records

Issue 01 | Client newsletter sample for an accounting practice

SUBJECT: A shorter route to your year-end accounts

PREHEADER: The records and explanations that help your accountant close the file.

Start with the missing statements

Check that your accountant has statements for every business bank and card account for the agreed period. If an account was opened, closed or stopped being used, include that information. A quiet account can still have a balance or charge that needs explaining.

Explain unusual transactions

Identify large or unusual payments, refunds, new borrowing and transfers between accounts. Provide the supporting document and a short explanation through the channel your accountant has approved. Do not send sensitive financial or identity records in reply to a general newsletter.

Separate owner activity

Flag money introduced by owners, withdrawals and purchases paid personally. Your accountant will determine the appropriate treatment. Clear records help them distinguish business activity from items needing a separate question.

Tell us what changed

A new location, a different payroll provider, a new sales platform or a major asset purchase can change the records needed. Raise these changes early rather than waiting until the return or accounts are ready for approval.

One action this week

Create a list of missing documents and who will provide each one. Agree the delivery date with your accounting practice. Your actual filing deadlines and payment obligations depend on your circumstances.

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