***Armstrong Sinkinson & Associates Ltd***

**Annual Checklist**

# For the 2015 financial year end

**END OF YEAR PROCEDURES – COMPUTERISED SYSTEMS**

Please complete the following end of year procedures before submitting your year end information or completing the relevant annual questionnaires. **If you need assistance in any way please do not hesitate to contact your advisor.**

|  |  |  |
| --- | --- | --- |
|  | **Done** | **N/A** |
| * Have you been provided with and processed the year end adjusting journals from last financial year in order to align your system? If not please do not proceed. Contact us immediately so this can be attended to. * Please print a bank reconciliation for year end. Please include a photocopy of your year end bank statement as a reference. This will need to be completed for each of your business bank accounts / credit cards / charge cards / Bartercard. * Please print a debtors aged trial balance at year end. Please ensure that all debtors for the final month of year end have been entered. * Please print a creditors aged trial balance at year end. Note that you will probably continue to receive creditors’ invoices for March/June until about the 12th or 13th of April/July. * Inventory - (if used). Perform a manual stocktake at year end. Once you have completed your stock count, you will have to make adjustments to ensure that any stock obsolescence etc, is reflected in your accounts. * Please print a Trial Balance, Profit and Loss and Balance Sheet. * After you have printed the above reports, check they balance with your Trial Balance. If any of these do not match or you need assistance with these, please contact our office to discuss your options. * If all balances reconcile, take a backup of your system. Do not input any more transactions relating to the year end and if your system allows, please lock-off the year. If you receive any creditor's invoices relating to year end after your cut-off date, please input these items and date them 1st of the first month in the new financial year. Advise us of these separately if material. | | |

# You have now essentially completed your year end routines for us.

Please be aware that you will still have to complete the relevant Annual checklist(s) to ensure that you provide us with other documentation required to compile your financial statements e.g. GST returns for the year, any loan and bank documents, details of fixed assets purchased etc.