OPERATIONS SYSTEM	**End of Year Documents & Routines Checklist – Charities** **QuickBooks Users Only** **If you use other software – contact us**
Please note this checklist must only be used where we prepare accounts as well – (If we do not prepare your Statutory Accounts please ask for End of Year Documents Checklist –IE without accounts)	
Charity Name	
Year End	

Responsibility for job	

Dear Client

Please let us have all records to prepare and examine your accounts. As a rule of thumb, if any document relates to finance, we will need it. We would rather have too much than too little. We have set out a list of items we need below, but your organisation may have other financial documents not listed - please send them to us!!

IMPORTANT: Please note that Dates MUST be entered in FULL. Printouts must be supplied where requested/available. Completed Checklist MUST be returned to us. If any section can not be completed, please state reason in comments section. If original documents are sent where photocopies requested a copy charge will be made.

Any questions - please call us on 020 3771 8968. The Team at Edward Amber

ITEM	✓	**DATE FROM**	**DATE TO**	**COMMENTS** (including reasons you are not sending anything)	**FOR USE BY Edward Amber ONLY**
Please provide:					
Any manual records (eg cash books, etc.)					
Bank Statements for last month of year: Acct No.:					
Bank Statements for last month of year: Acct No.:					
Addl accounts - add to end & tick here					
Sales/Customer Invoices					
Purchase/Supplier invoices					
Purchase/Supplier invoices – for 2 months after year end					
Supplier statements at year-end.					
Wages and PAYE records, including **photocopy** of year end summary & P11s, and payment record, for tax years covered by accounts					
Photocopies of new HP/ Finance agreements					
Details of vehicles or other assets bought, disposed of, or part exchanged during the year.					
Details of cash and cheques in hand (i.e. not banked) at year-end.					
VAT workings and copies of VAT returns.					
Details of closing stock and work in progress.					

Please provide:					
BACKUP of the computerised accounting system used. PLEASE supply backup of Administrator's copy. **If you do not use QuickBooks – contact us**				**User Name:** If password protected, please call us	
The following computer reports exported on to disc/USB: **export to Excel single worksheet, no spaces between columns**	✓	**DATE FROM**	**DATE TO**	**COMMENTS** (including details of anything that not sent)	**FOR USE BY Edward Amber ONLY**
Customers:					
A/R (summary)					
Customer Balance Detail (for full year)					
Suppliers:					
A/P report (summary)					
Supplier Balance Detail (for full year)					
General ledger items:					
Trial balance					
General Ledger (for full year)					
Profit and loss for year					
Profit and loss by Class for year					
Balance Sheet at year end					
General Ledger (for period from year-end to date - i.e. subsequent transactions to year)					
Other items:					
Management Accounts/reports you prepare					
The following computer reports printed out.		**DATE FROM**	**DATE TO**	**COMMENTS** (including details of anything that not sent)	**FOR USE BY Edward Amber ONLY**
Customers A/R report (summary)					
Suppliers A/P report (summary)					
Trial balance					
Profit and loss for year					
Balance Sheet at year end					

Additional items required - All Printed or Photocopied:			
ITEM	✓	**COMMENTS** (including details of anything that not sent)	**FOR USE BY Edward Amber ONLY**
Photocopies of documents from funders for money granted in year, setting out amounts and any restrictions applicable.			
Photocopy of a single blank cheque from each cheque account operated. Please write VOID across the copy!			
Photocopies of **signed** Minutes of all meetings in the year, **and** for the period to date, for Trustees and AGM.			
SORP 2005/2015 requires charities to match expenditure against income, and allocate support costs in activities. Income is required to be allocated into different funds, if applicable. Restricted funds need analysing into Funders and types of fund. We will require this information from you.			
Photocopies of **signed** Leases to and from charity (all new ones in year – and all existing ones on first year we act for you)			
The Trustees' Report for the year, which will be included within the accounts. **Please supply this report only as Word file, not hard copy.**			
For unincorporated charities - if this is the first year we are acting for you, please supply a signed copy of your governing document.			
For incorporated charities - if this is the first year we are acting for you, please supply a signed copy of your Memorandum & Articles of Association, and Certificate of Incorporation.			
If this is the first year we are acting for you, please supply a full copy of your last accounts.			
Photocopies of any tax correspondence with the Inland Revenue.			

The following is a checklist of further routines and documents for Charities on Good or Very Good pricing structure	✓
For Good & Very Good Ratings:	
Reconcile all bank accounts at the year-end. **Provide reconciliations on ALL accounts at year end.**	
Agree the purchase ledger to the Suppliers A/P listing and the Trial Balance at the year-end, and to suppliers' statements.	
Agree the sales ledger to the Customers A/R listing and the Trial Balance at the year-end, and to statements you send.	
Reconcile the VAT Control to the final debtor/creditor and the Trial Balance at the year-end, and the relevant return form.	
Reconcile the payroll to the final creditor per your PAYE records and the Trial Balance at the year-end.	
Reconcile the petty cash to the balance held in the petty cash tin.	
For Very Good Ratings – Additional reports required (Excel plus printed):	
Fixed asset schedule, with depreciation	
Schedule of debtors and prepayments	
Schedule of creditors and accruals	
Schedules of income & expenditure, by activity/fund – to enable SORP reporting (if not included elsewhere)	

Additional items you are sending:					
ITEM	✓	**DATE FROM**	**DATE TO**	**COMMENTS**	**FOR USE BY JJCA ONLY**

FOR COMPLETION BY CHARITY	Sent By:	Name:	Signed: ____________	Date: ____________

THE FOLLOWING SECTION IS FOR COMPLETION BY Edward Amber ONLY:

Responsibility for job	**Accounts Technician**		
Documents received by:	Name: ____________	Signed: _____________	Date: ____________
Form completed by:		**Date form completed:**	
Turnover including interest		**FPA Turnover**	
Confirm Computerised QuickBooks		**ASR Rating**	
Confirm cross-check made to PY Checklist			

ITEM		**COMMENTS**
Signed Letters of Engagement x2		
Signed TOB		
Signed FPA for year		
Payment		

Missing items:	**Date Requested**	**Date Received**	**Comments**