BUSINESS RESOURCE

Preparing for Your Accountant

A step-by-step handover guide to help you give your accountant clean, organised bookkeeping records.

A practical Harrian Bookkeeping guide for small businesses across the UK.

How to use this guide
Work through the steps in order. Tick off or note anything that needs attention, and keep the guide with your bookkeeping records for reference.

Before you send anything

1

Reconcile all bank and card accounts

Bring every business bank and credit-card account up to date. The closing balance in your bookkeeping records should agree to the statement for the same date.

2

Check income is complete

Make sure sales invoices, cash income, online sales and other business income have all been recorded. If there is a gap in invoice numbering or a missing payment, investigate it before handover.

3

Check expenses and supporting documents

Make sure supplier invoices and receipts are recorded and that supporting documents can be found. Flag any items where the business purpose is unclear.

4

Review money owed to and by the business

Check outstanding customer invoices and supplier bills. Remove duplicates and identify balances that are disputed, old or no longer expected to be paid.

5

Gather finance documents

Collect loan statements, hire-purchase agreements, finance documents and details of any new borrowing or repayments made during the period.

6

List major changes

Tell your accountant about significant events such as buying or selling equipment, taking on finance, starting a new activity, opening or closing a bank account or changing business structure.

Create a clean handover pack

1

Provide the bookkeeping file or access

Give your accountant access to the bookkeeping software or provide the agreed export. Avoid sending multiple conflicting versions of the same spreadsheet.

2

Provide statements and key documents

Include the relevant bank, card, loan and finance statements plus any other documents your accountant has requested.

3

Add a short query list

Instead of long email chains, create one concise list of unresolved items with dates, amounts and a short explanation. This makes it much easier for the accountant to respond efficiently.

4

Keep the original evidence

Do not discard receipts, invoices or statements after the handover. Keep the underlying records securely for the period required for your circumstances.

The aim is simple: your accountant should be able to understand the records without having to rebuild the bookkeeping from bank statements.

Important

Harrian Bookkeeping provides bookkeeping services only. Your accountant or tax adviser is responsible for the tax and year-end treatment of transactions.

Official references

HMRC - Business records if you're self-employed: https://www.gov.uk/self-employed-records

HMRC - What records to keep: https://www.gov.uk/self-employed-records/what-records-to-keep

HMRC - How long to keep your records: https://www.gov.uk/self-employed-records/how-long-to-keep-your-records

Need help keeping your bookkeeping organised?

Harrian Bookkeeping provides reliable bookkeeping support for small businesses across the UK. Email **hello@harrianbookkeeping.com** or call **07831 524703**.