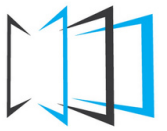


CHECKLIST

Year End in Scribe for Income & Expenditure



GETTING READY FOR YEAR END

Checks to be completed ahead of 31st March

- ☐ Run the annual return to confirm prior year figures and opening balances are correct
- ☐ Check cost codes have been assigned the correct types for Boxes 2, 4 & 5
- ☐ Check the VAT position to ensure it is correct to date
- ☐ Ensure bank reconciliations are up to date and balancing
- ☐ Run the Detailed Cost Centre report to review transaction allocations
- ☐ Update the Asset Register with additions and disposals

YEAR END PROCESS

Final checks following 31st March

- ☐ Complete your data entry for all transactions made and received to 31st March
- ☐ Carry out a bank reconciliation to 31st March bank position and save a copy
- ☐ Complete a VAT Return/Claim to 31st March and confirm your VAT position is correct
- ☐ Ensure assets and outstanding borrowing amounts are correct as at 31st March
- ☐ Enter end of year adjustments (e.g. creditors, debtors)
- ☐ Check capital and earmarked reserve balances are correct as at 31st March
- ☐ Review and save the following Year End reports after 'Calculate' has been run:
Working Document, Inc & Exp Account, Balance Sheet and Reconcile Box 7 & 8

★ ***Run the annual return - once correct, transfer the figures to your AGAR***

SETTING UP THE NEW FINANCIAL YEAR

You can start this process ahead of 31st March and complete when Year End figures have been finalised in Scribe

- ☐ Set up the new financial year & copy forward your structure
- ☐ Bring forward your closing balances & close down the prior financial year