

# CHECKLIST

## *Year End in Scribe for Receipts & Payments*



### 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
- ☐ Check capital and earmarked reserve balances are correct as at 31st March
- ☐ Ensure assets and outstanding borrowing amounts are correct as at 31st March
- ☐ Review the Rec & Pay Account report and save a copy

★ **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