FOR BUSINESS OWNERS AND MDS

# Questions to ask your accountant before year end.

Year-end surprises come from questions nobody asked in time. Take this list to your next conversation with your accountant.

**HOW TO USE IT**

1. Book a call with your accountant at least two months before your year end.
2. Send them this list in advance.
3. Write their answers in the space under each question.
4. Tick each question once it is answered.

## Before your year end

Ask these at least two months before your year end, while there is still time to act.

01 **Based on the numbers so far, what profit do you expect for the year?** ☐
You see the result before it is fixed, not after.

02 **What tax will that profit create, and when is it due?** ☐
You know the cash you need and the date you need it.

03 **How much should I set aside each month from now to cover it?** ☐
A tax bill becomes a monthly cost, not a surprise.

04 **Are there planned purchases that are better made before or after year end?** ☐
Timing changes the tax you pay and the profit you report.

05 **What mix of salary, dividends and pension contributions makes sense for me this year?** ☐
How you take money out affects your tax and the company's cash.

## About the numbers

These show you how far your monthly figures are from the final accounts.

06 **What adjustments did you make at last year end, and why?** ☐
Large adjustments mean your monthly numbers are missing something.

07 **Will those adjustments happen again this year?** ☐
You correct the cause, not the symptom.

08 **How are my stock and work in progress valued?** ☐
This one figure moves profit more than most business owners expect.

09 **Are there customer debts that should be written off?** ☐
Old debts sitting in your accounts overstate profit.

10 **Which figures in my accounts are you least confident in?** ☐
Your accountant knows where the weak spots are. Ask them to say.

## After your year end

Agree these so the accounts arrive on time and you have time to read them.

11 **When will I see draft accounts, and how long do I have to review them before filing?** ☐
You read the accounts before you sign them, not after.

12 **What would you change about how my books are kept?** ☐
Better books this year mean fewer adjustments next year.

WHAT NEXT

Your accountant answers these questions. Nobody is paid to act on the answers. That is the gap a Revenue Growth Review fills.

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