

Companies House Changing the Accounting Year End: Form 225

When a company is originally formed its accounting reference date (ARD) is the end of the month in which the company was incorporated.

For example,

If the company was registered on 14th December 2006, its ARD will be 31st December 2007 (or up to 7 days either side of that date).

Often this date does not suit the directors, and it can therefore be changed.

The change can only be made to the current period, and cannot be set retrospectively (i.e. after the filing deadline has already been reached).

Private companies have 10 months to file accounts. (9mths from Oct09)

Public companies have 7 months to file accounts. (6mths from Oct09)

Form 225 is required to be completed to change the ARD.

<http://www.companieshouse.gov.uk/forms/formsOnline.shtml>

The ARD can be shortened as often as the directors wish and by as many months as they wish. There are restrictions on extending the ARD: -

- The extension may not be for a period more than 18 months from the start of the accounting period.
- An extension can only be applied for once every 5 years unless:
 - The company is subject to an administration order.
 - The secretary of state has ordered it.
 - The company is aligning the ARD with other group companies within the EU.

A company incorporated overseas with a registered branch or place of business in the UK, can extend its ARD as often as it likes, using the same form 225.

The rules for the first set accounts are slightly different. If the company's first set of accounts cover a period of more than 12 months they must be delivered to the Registrar within 22 months of the date of incorporation for private companies, and 19 months for public companies or 3 months from the ARD, whichever is longer.

Form 244 is required to extend the filing period if the company carries out business or has interests overseas. The form must be completed for every year an extension is required.