Working in Practice
Accounts Checklist

The working papers that accompany a set of accounts are of great significance, as they are the source information required for a P&L and Balance Sheet to be constructed. Without good notes, correct records, control accounts and reconciliations, it is very hard to go back to a set of accounts and identify where all the numbers are derived from, particularly if there are a significant number of journal entries.

The following Checklist is not exhaustive, and some working papers may not require debtors or creditor control accounts if they work on cash accounting principles.

The accountant always retains working papers, even when a client moves to a new accountant. Where a working paper is essential to explaining a particular treatment the inclusion of a copy of this is good practice.

Working Papers	Included
Bank(s) Reconciliation	
VAT Reconciliation – where registered	
Debtors Control Account	
Creditors Control Account	
Sales check list	
PAYE – checklist	

Each Practice should have its own checklist, and each client will have a combination of the some or all above.

© Help Accountants Ltd 2011. All Rights Reserved. This document is illustrative only and does not constitute advice. For full terms and conditions of use please visit www.helpaccountants.co.uk.