

Limited Company Year End Accounts & Corporation Tax Return

Why getting them done earlier makes sense

Key point: Preparing accounts early does not normally mean paying Corporation Tax early. It means you know the figures sooner and have more time to plan.

For many company directors, year end accounts are left until the deadline is approaching. The problem is that accounts are more useful when they are prepared early. They help you understand profit, tax, dividends, cash flow and any director loan account issues before they become rushed problems.

Typical limited company deadlines

Requirement	Usual deadline
File annual accounts with Companies House	Usually 9 months after the company financial year end
Pay Corporation Tax	Usually 9 months and 1 day after the accounting period ends
File the Company Tax Return	Usually 12 months after the accounting period ends

First accounts, long or short accounting periods, and changed year ends can have different deadlines. Always check the company's own filing dates.

Why early accounts help

- Know the Corporation Tax bill early and plan the company cash flow properly.
- Check whether dividends are supported by available profits before further drawings are made.
- Review the director's loan account and deal with any overdrawn balance before options become limited.
- Identify missing receipts, bookkeeping errors, VAT coding issues and old balances while they are easier to resolve.
- Have accounts ready for banks, finance providers, mortgage brokers or business planning discussions.
- Reduce deadline pressure and avoid rushed decisions close to filing dates.

What to prepare after the year end

The sooner the records are complete, the sooner the accounts can be prepared. Useful information usually includes:

- Bank statements or bookkeeping access, with the bank fully reconciled.
- Sales invoices, purchase invoices and receipts, including any missing receipt explanations.
- Payroll records, pension details and any benefits or expenses provided to directors or staff.
- Loan, credit card, hire purchase or finance statements.
- Details of dividends voted, director drawings, mileage, personal expenses and business expenses paid personally.
- Stock, work in progress, unpaid customer invoices and supplier balances at the year end.

Common year end issues

Year end work often picks up areas that need attention, such as missing receipts, personal costs paid by the company, unreconciled bank transactions, unpaid invoices, old supplier balances, payroll differences, finance agreements and director's loan account movements.

Company Number: 12475920 VAT Number: 502700738

Services Include:
Personal and Business Tax Returns, Payroll, Book-Keeping, Management Accounts

The GMS approach

At GMS, the aim is not just to file accounts. The aim is to give directors clear figures early enough to be useful. Early accounts give better visibility over profit, tax, dividends and cash flow, so decisions can be made with more confidence.

Disclaimer

This fact sheet is for general guidance only and does not constitute personalised tax advice. Tax legislation, thresholds and reliefs may change. The suitability of any action depends on the company's circumstances. Professional advice should be obtained before taking action based on the information contained within this document.