

**Preparing for the Accountant**

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|  | Finalising Draft Year end accounts | Points to note |  |
| 1 | Review the draft accounts for Year-end Aug 2024 |  |  |
| 2 | Distribute the August BOM reports to the BOM | Cross check reports |  |
| 3 | Housekeeping in BrightBooks | Finalising Accounts in BrightBooks software |  |
|  | * Check Financial Year in BrightBooks | Settings / Accounting Periods |  |
|  | * Start date should be 1.9.2023 * End date 31.8.2024 | A screenshot of a calendar  Description automatically generated |  |
| 4 | Contact Accountant | Early contact will help to get the process in motion |  |
|  | Ensure Accountant has access to BrightBooks school dataset | Settings / User |  |
|  | Ask for details of Year end visit and a list of what they will need |  |  |
| 5 | September 30th – Deadline for submission of accounts to Accountant |  |  |
| 6 | Year-end adjustments required from Accountant | Record adjustments in BrightBooks |  |
| 7 | It is advisable to process Year end in BrightBooks within 3 months of Year end | Run Year end in BrightBooks |  |
| 8 | Check Financial Year in BrightBooks after running Year end | Settings / Accounting Periods   * Start date should be 1.9.2024 * End date 31.8.2025 |  |
| 9 | Perform a data check by running a Nominal only recalculation | Click Settings > Data > Nominal Only Recalculation |  |
| 10 | Final Data check | Run the Simple Trial Balance report to ensure the totals match for debits and credits |  |

**Financial Accounts 2023/2024**