



# Accounting Calendar for Small Businesses





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**As a busy small business owner, there are lots of deadlines you need to be aware of. Especially when it comes to keeping your finances in order.**

With everything from bookkeeping, payroll, VAT, receipts, cash flow analysis, monthly reports, tax returns and year-end accounts, it's no wonder there's rarely enough time left to look after other pressing business matters.

We've put together a checklist and a handy calendar, to help you keep track of all the important accounting dates in the year ahead.

## What should you be doing and how often?

The below tasks are some of the basics that can help to keep things ticking over nicely and most importantly help to keep you on the right side of HMRC. If you have an accountant, these are all things they should be helping you with.

What needs to be done	Typical frequency
Bookkeeping Posting transactions into accounting systems Paying bills Chasing outstanding debtors Payroll processing	Daily/Weekly
Prepare management accounts Profit and loss Balance sheet Cash flow forecast	Monthly/Quarterly
Submitting VAT returns	Quarterly/Monthly
Preparation of statutory financial statements	Annually
Corporation tax calculations	Annually

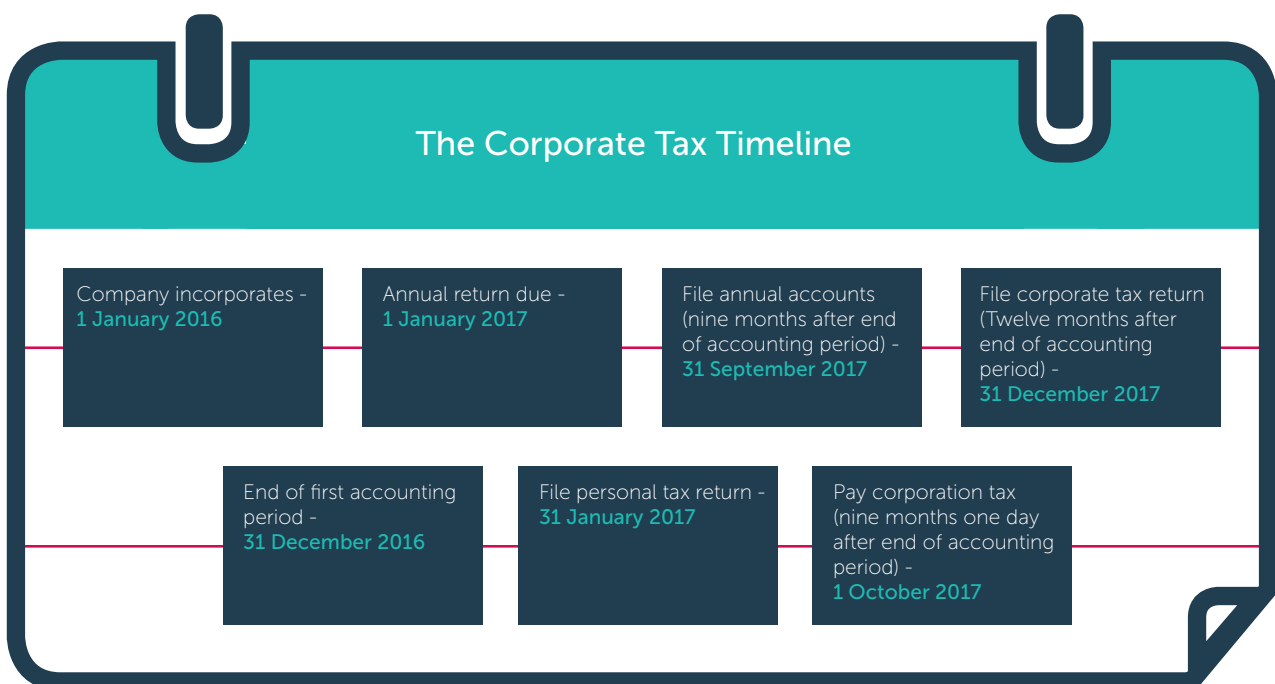




## The corporate tax timeline

If you're a limited company, a foreign company with a UK branch or office, a club, co-operative or other unincorporated association (e.g. a community group or sports club), you must pay corporation tax on any profits you make.

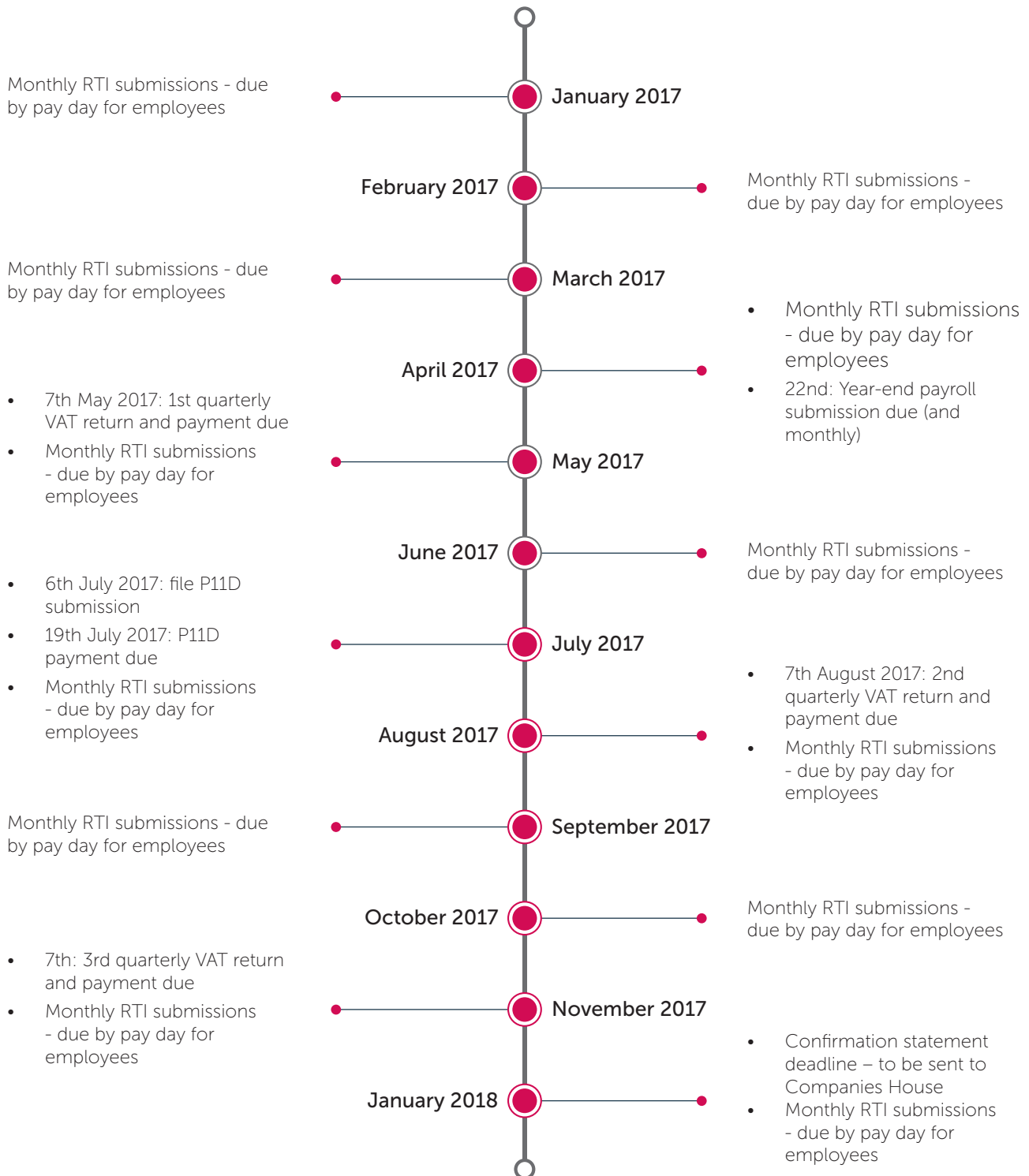
There are specific things you must do to work out, pay and report your tax. Here's a timeline which shows some of the key deadlines.





## A working example

Here's an example of what the next two years would look like for a company that incorporates in January 2017, has employees, is registered for VAT and their first VAT return was made up to 31st March.



## How can we help?

If you're looking for an accountant to help you keep up with the financial administration that comes with running a small business, then KPMG Small Business Accounting has an offering designed just for you.

For a fixed monthly fee from £145+VAT a month, you will have access to a dedicated, UK-based KPMG accountant, an online accounting software subscription as standard and support with your bookkeeping tax and compliance requirements.

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