MTD 4Subbies

CIS HMRC Compliant

BONUS 2

# Am I On TRACK?

## The 15-minute quarterly check-in




10 quick checks

4 quarters

Year-end list

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BONUS 2 · QUARTERLY CHECK-IN

# Every 3 months: am I on track?

Block 15 minutes at the end of each quarter. Tick each box for that quarter.

## 1 The quarterly checklist

| Check | Q1 Apr–Jul | Q2 Jul–Oct | Q3 Oct–Jan | Q4 Jan–Apr |
|---|---|---|---|---|
| Income for the quarter is all in my log or software | ☐ | ☐ | ☐ | ☐ |
| Every expense receipt is photographed and logged | ☐ | ☐ | ☐ | ☐ |
| Mileage and home-working hours are up to date | ☐ | ☐ | ☐ | ☐ |
| My tax pot has 20–30% of this quarter's income | ☐ | ☐ | ☐ | ☐ |
| I've compared the pot with my estimated bill (sheets 09–13) | ☐ | ☐ | ☐ | ☐ |
| Rolling 12-month income checked against £90,000 (VAT) | ☐ | ☐ | ☐ | ☐ |
| MTD only: quarterly update sent by the 7th | ☐ | ☐ | ☐ | ☐ |
| Next deadlines are in my calendar with reminders | ☐ | ☐ | ☐ | ☐ |
| Any HMRC letters read and answered | ☐ | ☐ | ☐ | ☐ |
| CIS only: all monthly statements saved | ☐ | ☐ | ☐ | ☐ |

**A box you can't tick?**
That's your to-do for the week. Fix it now, while it's small – not in January.

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# Year-end checklist

After 5 April: everything you need to close the year and file with confidence.

## 1 Close the year

- [ ] Total income for 6 April – 5 April added up
- [ ] Total expenses by group (or one total if under £90,000)
- [ ] Mileage and home-working totals
- [ ] P60 from any job, interest, pension payments, Gift Aid
- [ ] Trading allowance vs real expenses decided (sheet 21)
- [ ] CIS statements totalled (construction)
- [ ] Return filed (or final declaration sent) – receipt saved
- [ ] Bill paid with the reference UTR + K
- [ ] Payments on account checked – reduce if income fell
- [ ] Next year's tax pot % reviewed

## 2 My numbers for the year

| | | |
|---|---|---|
| £ _____ total income | £ _____ total expenses | £ _____ profit |
| £ _____ estimated bill | £ _____ in my tax pot | _____ date filed |