

# Preparing for year end accounts Webinar

Join us for a free webinar designed specifically for GP surgeries, practice managers, bookkeepers. We'll walk you through everything you need to have in place to ensure your year-end accounts run smoothly.

## What we will cover

- Key information your accountant will need - A clear walkthrough of the documents, schedules, and supporting evidence required for a smooth, efficient year-end process.
- Best practice for recording income streams - How to correctly capture NHS income, PCN transactions, dispensing income, premises refunds, and other practice-specific funding so nothing gets missed.
- Handling balance sheet items - Tips for ensuring loans, partners' capital accounts, accruals, prepayments, and fixed assets are recorded accurately and up to date.
- Getting your Xero data up to date - Understand the key checks to complete before year end, including bank reconciliations, coding accuracy, payroll postings and more.
- Understanding common problem areas - We'll highlight the most frequent year-end issues we see in GP practices to avoid delays in the accounts preparation process.

## Why attend?

By the end of the session, you'll feel confident that you know exactly what to prepare, what to check, and how to ensure your year-end accounts are completed accurately and on time.

**Date: Wednesday 18 March 2026**

**Time: 1pm-2pm**

**Location: Online, Zoom**

**Register [here](#)**

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