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Preparing for Tax Self-Assessment

Module Objectives and Learning Outcomes

- ✓ Understand what bookkeeping and accounts are, and the importance of accurate bookkeeping
- ✓ Establish good practice regarding bookkeeping, to assist meeting legal requirements and informing business decisions
- ✓ Understand which evidence and records are essential, and what can be counted as allowable expenses
- ✓ Understand key tax deadlines, and relevant thresholds for Tax, NI and VAT, reducing the risk of late fees and fines
- ✓ Use budgeting tools to estimate future income/expenditure in order to make business plans or decisions
- ✓ Be prepared for HMRC self-assessment tax return submission and use of the Gateway system
- ✓ Have a better understanding of current HMRC requirements
- ✓ Understand changes to HMRC reporting, in the form of Making Tax Digital
- ✓ Including new deadlines, your responsibilities and impact of these changes to self-assessment and VAT

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