



# Common accounts rejections

---

We are currently experiencing a high rejection rate for annual accounts—11.1% year to date. The majority of these rejections are due to simple errors or omissions but the impact on the company or LLP can be severe. If the accounts are submitted close to the filing deadline and subsequently rejected, **an automatic late filing penalty will be issued if the accounts are not returned before the filing deadline.**

The following table gives a breakdown of the highest volume rejection reasons for annual accounts from January to June 2010. In order to avoid your accounts being rejected please consider the following information when preparing your accounts. Even better, you can submit audit exempt abbreviated accounts and dormant company accounts online using our WebFiling service. This is the safest and most secure way to file. WebFiling contains inbuilt checks which eradicate most of the reject reasons listed below and also provides automatic email acknowledgements (Please note, Northern Ireland companies can only file under the 2006 Companies Act).

Reject reason	Number of rejects
Incorrect Statements to the Accounts	33349
Duplicate made up date	17329
Signatory name missing of Balance Sheet	12106
2006 Act Audit Exemption Statements absent or incorrect	10277
Accounting reference date / made up date absent or incorrect	10026
Balance sheet signature omitted	7755

### **Incorrect Statements to the Accounts**

The number one reason for rejection of accounts is that the company has completed the incorrect statements.

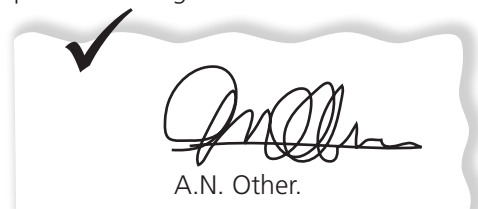
- For accounts where the start of the accounting period is prior to the 6 April 2008 (or 1 October 2008 for LLPs) the accounts must contain the appropriate 1985 act statements (or the appropriate Companies Northern Ireland Order 1986 statements for Northern Ireland companies and LLPs).
- For accounts with a period beginning on or after 6 April 2008 (or 1 October 2008 for LLPs) accounts must contain the relevant statements set out on page 3 for companies and page 5 for Limited Liability Partnerships.

### **Duplicate made up date**

We receive a high number of duplicate accounts i.e. accounts with the same made up date as a set of accounts that has previously been filed for that company. Any duplicate accounts which are received will be rejected. Any amending/revised accounts received must be marked 'amending' or 'revised' as appropriate. You can check your 'accounting reference date' and 'next accounts due date' using our Webcheck service.

### **Signatory name or signature missing from the Balance Sheet**

A director, or designated member for an LLP, must sign at the foot of the balance sheet. Every balance sheet and Directors report must also state the name of the person who signed on behalf of the board.



### **Accounting Reference Date / Made Up Date absent or incorrect**

A significant proportion of rejections are where the made up date is absent or the date does not match the accounting reference date. If you wish to prepare accounts with a made up date more than 7 days either side of your accounting reference date you must file a form AA01, or LL AA01 for LLPs to change your accounting reference date together with your accounts before the last date for filing the accounts.

### **Please note**

The above is intended to highlight the most common reason for rejection of accounts. Please also refer to the relevant guidance on our website.

# Exemption statements

---

## Audit exemption statements for company accounts

Accounts with an accounting period commencing on or after **6th April 2008** must contain the following statements as applicable:

### **Small Company**

A company submitting small accounts must state on the balance sheet that:

" These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. "

Small companies that do not deliver abbreviated accounts may also choose not to include a copy of the directors report and/or a copy of the profit & loss. In this case the balance sheet must also contain the following statement:

" These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies' regime. "

### **Audit Exemption Small Company**

A company claiming Total Audit exemption must show the following statements on its balance sheet:

" The company is exempt from the requirements relating to preparing audited accounts in accordance with section 477 of the Companies Act 2006

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. "

### **Audit Exemption Dormant Company**

A dormant company claiming total audit exemption must show the following statements on its balance sheet:

" The company is exempt from the requirements relating to preparing audited accounts in accordance with section 480 of the Companies Act 2006.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. "

### **Medium Company**

A company submitting Medium accounts must state on the balance sheet that:

" The accounts are prepared in accordance with the special provisions of the Companies Act relating to medium companies, as required by section 445(3) of the Companies Act 2006"

## Audit exemption statements for Limited Liability Partnership accounts

Accounts with an accounting period commencing on or after **1 October 2008** must contain the following statements as applicable:

### **Small LLP**

An LLP submitting small accounts must state on the balance sheet that:

“ These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of the Companies Act 2006) Regulations 2008) applicable to LLPs subject to the small LLPs regime”

Small LLPs that do not deliver abbreviated accounts may also choose not to include a copy of the profit and loss account. In this case the balance sheet must also contain the following statement:

“ These accounts have been delivered in accordance with the special provisions of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of the Companies Act 2006) Regulations 2008) applicable to LLPs subject to the small LLPs regime”.

### **Audit Exemption Statements Small LLP**

An LLP claiming total audit exemption must show the following statements on its balance sheet:

" For the year ended...the Limited Liability Partnership was entitled to exemption under section 477 of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of Companies Act 2006) Regulations 2008).

The members acknowledge their responsibility for complying with the requirements of the Companies Act 2006 (as applied to Limited Liability Partnerships) with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of the Companies Act 2006) Regulations 2008) applicable to LLPs subject to the small LLPs regime”

### **Audit Exemption Statements Dormant LLPs**

A dormant LLP claiming total audit exemption must show the following statements on its balance sheet:

“ For the year ended...the Limited Liability Partnership was entitled to exemption under section 480 of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of Companies Act 2006) Regulations 2008).

The members acknowledge their responsibility for complying with the requirements of the Companies Act 2006 (as applied to Limited Liability Partnerships) with respect to accounting records and the preparation of accounts.”

### **Medium sized LLP**

A LLP submitting medium accounts must state on the balance sheet that:

“ These accounts have been prepared in accordance with the provisions of the Companies Act 2006 (as applied by the Limited Liability Partnerships (Accounts and Audit) (Application of the Companies Act 2006) Regulations 2008) applicable to medium sized LLPs”

