

GP Practice finances are complex, and with everything going on it's all too easy to miss things. We hope you find the checklist below a useful (but not exhaustive) guide to stay on top of everything.

## Income

Category	Details	Done?	Category	Details	Done?
Checklist	Get started on the checklist.	<input checked="" type="checkbox"/>	CQRS	Complete manual claims	<input type="checkbox"/>
GMS	Check patient list size.	<input type="checkbox"/>	CQRS	Sign up to next years services such as QoF.	<input type="checkbox"/>
QOF	Check you have met targets for this year.	<input type="checkbox"/>	Other	Training grants.	<input type="checkbox"/>
QOF	Check for missing codes to increase prevalences.	<input type="checkbox"/>	Other	Appraisal income.	<input type="checkbox"/>
IIF	Check PCN status on IIF targets.	<input type="checkbox"/>	Other	CCG lead/GPwSI.	<input type="checkbox"/>
LES/DES	Check you have the correct claim forms and searches.	<input type="checkbox"/>	Other	Covid expansion fund.	<input type="checkbox"/>
Private services	Written reports/statements of fact.	<input type="checkbox"/>	Other	Notional rent (updated fair valuation).	<input type="checkbox"/>
Private services	Private medical insurance examinations.	<input type="checkbox"/>	Other	Cremation fees.	<input type="checkbox"/>
CQRS	Check automatic claims and claim any differences.	<input type="checkbox"/>	Other	Check all claims for year have been completed and previous month/quarters received.	<input type="checkbox"/>

## Other

Category	Details	Done?	Category	Details	Done?
Claiming expenses	Winter Recovery Fund, ARRS roles. Ensure signed up to next years services.	<input type="checkbox"/>	Pensions & Superann.	Estimate of pensionable profits form.	<input type="checkbox"/>
Claiming expenses	Clinical consumables.	<input type="checkbox"/>	Pensions & Superann.	Type 1 & 2 Pension Forms.	<input type="checkbox"/>
Claiming expenses	Flu's & Covid vaccines.	<input type="checkbox"/>	Pensions & Superann.	End of year payroll & P60.	<input type="checkbox"/>
Claiming expenses	Training.	<input type="checkbox"/>	Drawings/ tax codes	Cash flow forecast.	<input type="checkbox"/>
Claiming expenses	Loan interest.	<input type="checkbox"/>	Drawings/ tax codes	Liaison with accountant to ensure HMRC obligations met	<input type="checkbox"/>
Pensions & Superann.	Contributions paid for ALL eligible staff.	<input type="checkbox"/>	Checklist	Pat on the back for getting everything done on time	<input type="checkbox"/>

If you need some extra time to work on these items - let us help with your coding & letters. Please connect with us at [hello@betterletter.ai](mailto:hello@betterletter.ai)