numerix

FREE CHECKLIST · 2026

IS YOUR ACCOUNTANT DOING EVERYTHING RIGHT?

25 questions a business owner can check on their own, in 20 minutes, without any accounting knowledge.

1 · Numbers
2 · VAT, SEF and returns
3 · Salaries and contracts
4 · Bookkeeping and documents
5 · Owner protection

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HOW TO USE IT

25 questions, 20 minutes, one score

25 questions a business owner can check on their own, in 20 minutes, without any accounting knowledge. Every “no” is a place where your bookkeeping costs you money, risk, or both.

> **How to use it:** Answer YES / NO / DON’T KNOW to each question. Count “don’t know” as “no” — if the owner doesn’t know, there is no control. At the end, add up the “no” answers and look at the result.

Result

NUMBER OF “NO” OR “DON’T KNOW” ANSWERS	WHAT IT MEANS
0–3	Your bookkeeping is under control. Keep it that way: repeat the checklist once a year, after the financial statements are submitted.
4–8	There are gaps that haven’t caused damage yet, but will at the first inspection or the first major change in the business. Questions from areas 2 and 3 are the priority.
9 or more	Your company has an accountant, but no control over its bookkeeping. The risk of fines and wrong business decisions is real, not theoretical.

Areas

1. Can you see your numbers?

2. VAT, SEF and tax returns

3. Salaries, contracts and employment

4. Bookkeeping, documents and control

5. Owner protection: contract, deadlines, advice

AREA 1

Can you see your numbers?

#	QUESTION	HOW TO CHECK IT YOURSELF	WHY IT MATTERS	ANSWER
1	**Do you receive a trial balance, or at least an overview of income, expenses and result, every month without asking for it?**	Look at the last three emails from your accountant. If there are no figures in them, the answer is "no".	A company managed by its bank balance instead of its results finds out about a loss only in March of the following year.	☐ YES ☐ NO ☐ DON'T KNOW
2	**Do you know how much your customers owe you and how much you owe suppliers, per partner and per due date?**	Ask for "open items of customers and suppliers". Deadline for the answer: the same day.	Uncollected receivables are the most common cause of liquidity problems, and the accountant sees them first.	☐ YES ☐ NO ☐ DON'T KNOW
3	**Does the balance on your bank statement match the balance in the books at the end of every month?**	Ask: "What is the account balance in the books on the last day of last month?" and compare it with the statement.	A mismatch means there are unposted statements or wrong entries — and that all other reports are not accurate.	☐ YES ☐ NO ☐ DON'T KNOW
4	**Do you have a written overview of tax liabilities for the next 12 months (VAT, corporate income tax advances, property tax, annual personal income tax)?**	Ask for a calendar of liabilities with amounts.	Sudden tax liabilities are sudden only for the owner; the accountant knows about them in advance.	☐ YES ☐ NO ☐ DON'T KNOW
5	**Does your accountant warn you on their own when something is wrong (rising costs, an unusual transaction, an exceeded limit)?**	Think of the last time your accountant contacted you first about something. If you can't remember, the answer is "no".	Bookkeeping that only records is not control. Control is when someone tells you what is wrong before the Tax Administration does.	☐ YES ☐ NO ☐ DON'T KNOW

AREA 2

VAT, SEF and tax returns

#	QUESTION	HOW TO CHECK IT YOURSELF	WHY IT MATTERS	ANSWER
6	**Were all VAT returns in the last 12 months filed on time (by the 15th of the month for the previous period)?**	On the ePorezi portal, in "Pregled prijava" (overview of returns), check the filing dates of the PP PDV returns.	The fine for filing late is RSD 100,000 for a legal entity (and RSD 10,000 for the responsible person), and interest on unpaid tax runs from the due date.	☐ YES ☐ NO ☐ DON'T KNOW
7	**Are all incoming e-invoices in SEF (the Serbian e-invoicing system) accepted or rejected on time, and does someone do this every day?**	Log in to SEF and check whether there are invoices with the status "New" older than 15 days.	For the private sector: if you neither accept nor reject an invoice within 15 days, you get a new notification, and after another 5 days it is deemed rejected. A wrong invoice should be rejected on time, and a correct one accepted so that the VAT deduction is not delayed.	☐ YES ☐ NO ☐ DON'T KNOW
8	**Is the electronic VAT record (individual and summary) in SEF filed for every period, and does it match the PP PDV return?**	Ask your accountant to send you the POPDV and the summary record for the same month and compare the amounts in the fields.	From January 2027, SEF itself prepares a preliminary VAT return from e-invoices and VAT records, so differences are immediately visible to the Tax Administration. A difference is a common trigger for a check.	☐ YES ☐ NO ☐ DON'T KNOW
9	**Is input VAT deducted only on the basis of correct invoices (with all mandatory elements) and only for business expenses?**	Take the 5 largest incoming invoices from last month and check that they are issued to the company, with its tax ID (PIB), and that the expense is a business one.	Input VAT deducted without grounds is reclaimed with interest and a fine in a tax inspection, and it is the most common finding.	☐ YES ☐ NO ☐ DON'T KNOW
10	**Do you know the deadline for your corporate income tax return (PDP), and did you see the calculation before it was filed?**	Ask: "When was the PDP for last year filed and how much was the tax?"	The tax balance cannot be corrected without consequences. The owner should see non-deductible expenses before, not after.	☐ YES ☐ NO ☐ DON'T KNOW

AREA 3

Salaries, contracts and employment

#	QUESTION	HOW TO CHECK IT YOURSELF	WHY IT MATTERS	ANSWER
11	**Does every employee have an employment contract and a registration with CROSO (form M-A), and were the registrations filed before work started?**	Ask for registration confirmations for all employees; check the registration date and the start date.	For work without an employment contract, the employer – legal entity pays a fine of RSD 800,000 to 2,000,000 (Labour Law, Art. 273).	☐ YES ☐ NO ☐ DON'T KNOW
12	**Were the non-taxable amount (RSD 34,221 in 2026) and the lowest and highest contribution bases updated from 1 January?**	On the January payslip, check the field "non-taxable amount".	A wrong parameter means wrong tax every month for the whole year, and corrections of all PPP-PD returns.	☐ YES ☐ NO ☐ DON'T KNOW
13	**Are expense reimbursements (commuting, per diems, meal allowance, holiday allowance) calculated up to the non-taxable limits, and is there documentation for them?**	Ask for an overview of payments to employees outside salary for the last quarter.	Above the limit = salary = tax and contributions. Without documentation = non-deductible expense.	☐ YES ☐ NO ☐ DON'T KNOW
14	**Is there a correct legal basis for engaging the director/founder (employment, a contract on the director's rights and obligations, or a founder outside employment with contributions paid)?**	Ask your accountant: "On what basis are contributions paid for me?"	A founder who works in the company without a basis is a classic inspection finding: contributions on the lowest base retroactively, with interest.	☐ YES ☐ NO ☐ DON'T KNOW
15	**For external contractors (service contracts, copyright contracts, flat-rate entrepreneurs), is the independence test checked and withholding tax calculated where required?**	Ask for a list of contractors who are not employees and the basis on which they are paid.	A flat-rate entrepreneur who works only for you, in your premises, following your instructions — is an employee for the Tax Administration.	☐ YES ☐ NO ☐ DON'T KNOW

AREA 4

Bookkeeping, documents and control

#	QUESTION	HOW TO CHECK IT YOURSELF	WHY IT MATTERS	ANSWER
16	**Is there an invoice issued to the company (with its tax ID) for every expense, not just a fiscal receipt without a tax ID or a bank statement as the only proof?**	Pick 10 random expense entries from last month and ask for the document for each.	Without a credible document, the expense is not deductible and the VAT cannot be deducted.	☐ YES ☐ NO ☐ DON'T KNOW
17	**Is there a fixed-asset register with depreciation, and does tax depreciation (form OA) differ from accounting depreciation?**	Ask for the fixed-asset inventory list and whether tax depreciation is also kept.	Equipment booked as an expense instead of a fixed asset distorts both the result and the tax.	☐ YES ☐ NO ☐ DON'T KNOW
18	**Is entertainment booked separately, and do you know which part will not be deductible (everything above 0.5% of total revenue)?**	Ask: "How much entertainment did we have last year and how much was non-deductible?"	Entertainment booked as "other costs" is one of the three most common findings in corporate income tax inspections.	☐ YES ☐ NO ☐ DON'T KNOW
19	**Is a stock-take of inventory, receivables and liabilities done every year, and did you sign the inventory lists?**	Look for inventory lists dated 31 December of last year with your signature.	Without a stock-take the financial statements are not credible, and an inventory shortage without a stock-take is treated as a supply subject to VAT.	☐ YES ☐ NO ☐ DON'T KNOW
20	**Do you know who has access to your e-banking, ePorezi and SEF, and are the authorisations limited to what is necessary?**	Ask for a list of persons with PEP authorisation on ePorezi and of users in SEF and the bank.	A former employee of the accounting firm with an active authorisation is a risk nobody monitors.	☐ YES ☐ NO ☐ DON'T KNOW

AREA 5

Owner protection: contract, deadlines, advice

#	QUESTION	HOW TO CHECK IT YOURSELF	WHY IT MATTERS	ANSWER
21	**Do you have a written contract with your accountant stating who is liable for late returns and calculation errors?**	Read the contract. If there is no liability clause, or no contract, the answer is “no”.	Without a contract the company pays the fine, and the accountant bears only reputational risk.	☐ YES ☐ NO ☐ DON’T KNOW
22	**Does your accountant hold a licence to provide accounting services (registration in the APR Register of Accounting Service Providers)?**	Search for the firm’s name on the APR website, Register of Accounting Service Providers.	Since 1 January 2023, books may be kept only by a provider registered with APR; financial statements prepared by an unregistered firm are published by APR as incomplete.	☐ YES ☐ NO ☐ DON’T KNOW
23	**Before signing the annual financial statements, did you get an explanation of the key items and the result on one page?**	Think of last March: did you sign the statements or did you understand them?	The legal representative is responsible for the statements they sign, not the accountant who prepared them.	☐ YES ☐ NO ☐ DON’T KNOW
24	**In the last 12 months, has your accountant proposed at least one change that saves you tax or reduces risk (payment structure, incentives, VAT regime, type of engagement)?**	If the only contact was “send the documents”, the answer is “no”.	This question is the difference between an accountant and an advisor. Incentives for research and development, new hiring or the IP box don’t apply by themselves.	☐ YES ☐ NO ☐ DON’T KNOW
25	**Could you change your accountant within 30 days without losing data — are the books, documents and access your property?**	Ask: “If we end our cooperation, in what format and within what time do I get my books?”	A company that cannot leave its accountant is not a client but a hostage.	☐ YES ☐ NO ☐ DON’T KNOW

YOUR RESULT

Add up your answers

Number of “no”	Number of “don’t know”	Total
____	____	____ / 25

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WHAT NEXT

You keep the books, we check them.

Numerix offers an independent check of bookkeeping done by others: our team, using AI tools, goes through your entries, VAT and SEF records and tax returns, and every finding is confirmed by a licensed professional. You don’t change your accountant — you get a second pair of eyes.

Free 30-minute consultation:

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— Numerix team

The checklist is for information only and does not replace tax or legal advice for a specific case. It is based on Serbian regulations. 2026 parameters: non-taxable salary amount RSD 34,221, lowest contribution base RSD 51,297, highest RSD 732,820. Version 1.1, November 2026.