

REQUEST FOR YOUR ACCOUNTING RECORDS

LIMITED COMPANY

Please complete and return this checklist together with the following records covering the period from the last set of accounts up until the year end.

Please ✓ as appropriate

	Details	Not Enclosed
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Bank Transactions

- 1) Business bank statements (**CSV format is required**)
- 2) Cheque book stubs to help us analyse any cheques paid
- 3) Paying-in slips to help reconcile fees received

Income Records

If providing a backup file from Midex Pro, PPM or DGL please state the software version and password

- 4) Full details of fees invoiced/claimed during the period
- 5) Debtors report - this is a list of money owing to the business on the last day of the period for work invoiced/claimed but where the money had not been received/banked at the period end
- 6) Full details of fees due in respect of all work undertaken during the period but not invoiced until after the period end
- 7) A list of bad debts - these are unpaid fees considered irrecoverable
- 8) List of any fee income received personally but not banked in the business bank account
- 9) Remittance advice notes

Expenses

- 10) Any expenses paid personally by directors/shareholders
- 11) Business credit card statements
- 12) Car loan statements or new finance agreements
- 13) Number of business miles driven during the period
- 14) List of conferences/meetings showing costs and any reimbursements
- 15) List of professional subscriptions
- 16) Purchase invoices/receipts

Other details

- 17) Details of any changes in shareholders or directors
- 18) Details of stock in hand at the period end showing quantity and value
- 19) List of dividends declared during and after the period end
- 20) Investment activity reports if any investments held
- 21) Copy VAT Returns for the period if VAT registered
- 22) Any other information you feel is relevant

PLEASE ENSURE ALL BANK STATEMENTS ARE ENCLOSED