

# 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 Enclosed	Not Applicable
---------------------	-------------------

## Bank Transactions

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1) Business bank statements ( <b>CSV format is required</b> ) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Cheque book stubs to help us analyse any cheques paid      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Paying-in slips to help reconcile fees received            | <input type="checkbox"/> | <input type="checkbox"/> |

## 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   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Full details of fees due in respect of all work undertaken during the period but not invoiced until after the period end  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) A list of bad debts - these are unpaid fees considered irrecoverable  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) List of any fee income received personally but not banked in the business bank account  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Remittance advice notes   | <input type="checkbox"/> | <input type="checkbox"/> |

## Expenses

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

## Other details

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

**PLEASE ENSURE ALL BANK STATEMENTS ARE ENCLOSED**