

# REQUEST FOR YOUR ACCOUNTING RECORDS

## LOCUM CHECKLIST

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

Please ✓ as appropriate

Details Enclosed      Not Applicable

### Bank Transactions

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1) Bank statements                                       | <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 you use Locum Organiser or similar programme then please provide the login details

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 4) Full details of locum fees invoiced during the period  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Debtors report - this is a list of locum work 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 locum 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) Copies of the Locum A & B forms showing superannuation paid  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) List of any locum income received personally but not banked in the business bank account   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Copies of GP Solo forms (if any)   | <input type="checkbox"/> | <input type="checkbox"/> |

### Expenses

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 10) Any business expenses paid from your own personal account                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Car finance statements & details of cars bought/sold during the period                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Number of business miles driven during the period   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) List of expenses with purchase invoices/receipts where possible including the following:- |                          |                          |
| • Medical supplies / doctors bags   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Equipment repairs / purchases (IT, Medical, Mobile etc.)                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Telephone bills including an estimate of business use                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Internet / computer expenses  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Professional indemnity insurance  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Secretarial fees / salaries paid  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Periodicals and journals  | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of conferences/meetings incl. travel and accommodation                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • List of professional subscriptions  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Printing postage and stationery (including ink cartridges)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Accountancy fees  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other - if in doubt please include in your records for review                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Any other information you feel is relevant  | <input type="checkbox"/> | <input type="checkbox"/> |

**PLEASE ENSURE ALL BANK STATEMENTS ARE ENCLOSED**