

# JAMES BELL ACCOUNTING LIMITED

CLIENT NAME:..... Year 31/03/2017

## QUICK CHECKLIST TO ENSURE ALL RECORDS AVAILABLE TO JAMES BELL ACCOUNTING LIMITED

PLEASE CHECK (WITH A TICK) YOU HAVE ENCLOSED:



1.	<b>CSV files &amp; Bank Statements</b> , or Cash Book or General Ledger for year/period to 31 March 2017	<input type="checkbox"/>
2.	If <b>CSV files &amp; Bank Statements</b> in 1. Cheque Butts/Deposit Books (to code CSV files and Bank Statements)	<input type="checkbox"/>
3.	Copy of Bank Statement as at 31 <sup>st</sup> March 2017	<input type="checkbox"/>
4.	List of Money owed <b>to</b> you @ 31 <sup>st</sup> March 2017 ("Debtors")	<input type="checkbox"/>
5.	List of Money owed <b>by</b> you @ 31 <sup>st</sup> March 2017 ("Creditors") (List expense-type)	<input type="checkbox"/>
6.	Summary of Stock on Hand/Work In Progress @ 31 <sup>st</sup> March 2017	<input type="checkbox"/>
7.	Fixed Assets Purchase (incl: copy of invoices)/Sale Details	<input type="checkbox"/>
8.	Loan Bank Statements for the period/year ended 31 <sup>st</sup> March 2017	<input type="checkbox"/>
9.	New Hire Purchase or Finance Lease Statements	<input type="checkbox"/>
10.	GST & FBT Returns <b>and</b> worksheets for the period/year ended 31 <sup>st</sup> March 2017	<input type="checkbox"/>
11.	Home Office Claims Details for the period/year ended 31 <sup>st</sup> March 2017	<input type="checkbox"/>
12.	Out of Pocket Expenses Listed for the period/year ended 31 <sup>st</sup> March 2017	<input type="checkbox"/>
13.	Wage Records for the period/year ended 31 <sup>st</sup> March 2017	<input type="checkbox"/>
14.	Private Portion of Business Expenses Listed for the year	<input type="checkbox"/>
15.	Sole Trader – Motor Vehicle Log Book	<input type="checkbox"/>
16.	Other information helpful to the Accountant	<input type="checkbox"/>