

JAMES BELL ACCOUNTING LIMITED

CLIENT NAME:..... Year 31/03/2018

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

PLEASE CHECK (WITH A TICK) YOU HAVE ENCLOSED:



| | | |
|-----|--|--------------------------|
| 1. | CSV files & Bank Statements , or Cash Book or General Ledger for year/period to 31 March 2018 | <input type="checkbox"/> |
| 2. | If CSV files & Bank Statements in 1. Cheque Butts/Deposit Books (to code CSV files and Bank Statements) | <input type="checkbox"/> |
| 3. | Copy of Bank Statement as at 31 st March 2018 | <input type="checkbox"/> |
| 4. | List of Money owed to you @ 31 st March 2018 ("Debtors") | <input type="checkbox"/> |
| 5. | List of Money owed by you @ 31 st March 2018 ("Creditors") (List expense-type) | <input type="checkbox"/> |
| 6. | Summary of Stock on Hand/Work In Progress @ 31 st March 2018 | <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 st March 2018 | <input type="checkbox"/> |
| 9. | New Hire Purchase or Finance Lease Statements | <input type="checkbox"/> |
| 10. | GST & FBT Returns and worksheets for the period/year ended 31 st March 2018 | <input type="checkbox"/> |
| 11. | Home Office Claims Details for the period/year ended 31 st March 2018 | <input type="checkbox"/> |
| 12. | Out of Pocket Expenses Listed for the period/year ended 31 st March 2018 | <input type="checkbox"/> |
| 13. | Wage Records for the period/year ended 31 st March 2018 | <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"/> |