

Name	
Accounts Period	

To enable me to complete your accounts for the period, please provide me with the following information:

Software printouts

Format	Notes	Enc (✓ /N/A)
Trial Balance at period end		
General Ledger covering the period		
Bank reconciliations at the period end		
Aged debtors summary at the period end		
Aged creditors summary at the period end		

Bank statements

Please provide bank statements covering the period.

Bank/Building Society	A/c no	Statements Enc (✓)	Cheque Books Enc (✓ /N/A)	Paying-in Books Enc (✓ /N/A)

Credit card statements

Please provide credit card statements covering the period.

Bank/Building Society	A/c no	Notes	Enc (✓ /N/A)

Details of cash income and expenditure

Please provide cash income and expenditure details covering the period.

Format	Notes	Enc (✓ /N/A)

Sales and Purchase Invoices

	Notes	Enc (✓ /N/A)
Sales invoices		
Purchase invoices		

Debtors (monies owed to you) and creditors (monies owed by you) outstanding at the period end

	Notes	Enc (✓ /N/A)
Details of debtors		
Details of creditors		

Stock and work in progress (work done but not billed) at the period end

	Notes	Enc (✓ /N/A)
Stock list		
Details of work in progress		

Details of assets purchased or sold during the period

	Notes	Enc (✓ /N/A)
Assets Purchased		
Assets Sold		
Lease Agreements		
Hire Purchase Agreements		

VAT and payroll workings for the period

	Notes	Enc (✓ /N/A)
VAT Returns and workings		
Payroll summaries and workings		

Any other information you believe is relevant

Details	Notes	Enc

Examples would include: New loan agreements or current loan schedules, correspondence with HM Revenue & Customs, CIS deduction documentation.