

<b>Name</b>	
<b>Accounts Period</b>	

As you use Xero accountancy software the following information will be available through the software:

- Bank transactions for the period;
- Credit card transactions for the period;
- Cash transactions for the period;
- Copies of sales invoices; and
- VAT workings.

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

### Bank, credit card and cash

<b>Statements</b>	<b>Reconciled At Period End (✓ /N/A)</b>	<b>Enc (✓ /N/A)</b>
A copy of the bank statements covering the period end date		
A copy of your credit card statements for the last month of the period		
A copy of the cash book for the last month of the period and/or the cash on hand balance at the period end		

### Purchase Invoices

	<b>Notes</b>	<b>Enc (✓ /N/A)</b>
Purchase invoices		

### 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		

### Payroll workings for the period

	Notes	Enc (✓ /N/A)
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, mileage records, CIS deduction documentation.