

LIST OF INFORMATION REQUIRED FOR YEAR END ACCOUNTS PREPARATION

1. Your bookkeeping records if applicable
2. Cheque Books
3. Paying-in Books
4. All Bank Statements (for each Account if you have more than one)
5. Sales Invoices
6. Purchase Invoices
7. Cash Expense Receipts
8. Debit Card Receipts
9. Credit Card Receipts
10. Credit Card Statements
11. Copies of VAT Returns (if applicable)
12. Wages Records (if applicable)
13. Details of any loans taken out during the year
14. Details of any major sales / purchases of equipment, property etc.
15. Details of any changes to the business e.g. restructuring, moving of premises etc.