

IMPORTANT NEW REQUIREMENTS

I / We have enclosed the following:

Consider and Tick

1.	All bank statements and cheque stubbs for your accounting year including the overlap from the previous year and at least one week past the current financial year.	
2.	Books and summary of your VAT records (if you are VAT registered).	
3.	Savings accounts statements or books if you have lodged business money direct into this instead of putting in your main business account. Please note that you should always lodge into your main business account first and then transfer if desired.	
4.	Loan Agreements or Lease Agreements entered into during the financial year.	
5.	Hire Purchase Agreements entered into during the current year.	
6.	List of Assets bought and sold (see enclosed sheet).	

If no cheque journal, write clearly on each cheque stubb the purpose for each cheque written eg. rent, motor repairs, purchase of goods etc. Any personal items simply mark drawings.

Remember the Revenue Inspection of records. Only items directly related to business can be claimed.

DO NOT LEAVE YOUR BOOKS INTO OUR OFFICES UNTIL YOU HAVE ALL THE INFORMATION AS DETAILED IN THIS SUMMARY.