

YEAR END SUMMARY SHEET

Please enclose the following:

1. Any bank and building society deposit books if business transactions going through with interest marked up to date.
2. Any savings bank books in sole or joint names in UK banks.
3. All bank statements, cheque stubs etc, relating to the past financial year.

CASH INTRODUCED INTO BUSINESS

Please record any amounts paid into bank which were not a direct result of sales, for example:

VAT Rebate

Own money deposited
to help balance

Transfers from savings
A/C to current A/C

YOU MUST SUPPLY ALL INFORMATION!!!!!!!