

COMPANY RECORDS CHECKLIST

Please provide the following for the period in question:

	Items	Sent to MHA? Or N/A?
1	<u>Sage back up/electronic documents</u> (where sage or other software used) Copy of sage back up before year end (year end routine ran) Copy of sage back up until present	
2	<u>Bank account statements</u> (including any new accounts opened during the year) Bank statements for all business accounts covering the whole financial year Paying in books and Cheque stubs Bank reconciliation at year end (where available)	
3	<u>Sales Invoices/ fee listing</u> Sales invoices for the period Sales invoices unpaid at the year end	
4	<u>Purchase Invoices and Expenses</u> Materials/ purchase invoices Administrative/overhead invoices Purchase invoices unpaid at the year end (i.e. creditors)	
5	<u>Details of expenses paid privately</u> Items not paid via the business bank account/credit card Cash expenses Copies of invoices	
6	<u>Asset purchases</u> Details/invoices of any new assets purchased during the year (computers, office equipment, fixtures, machinery, vehicles)	
7	<u>Stock</u> Stock listing at year end and valuation at the year end date	
8	<u>VAT Returns</u> VAT Returns and calculations as submitted for the year	
9	<u>Wages/ Payroll records</u> Wage summaries for all months in accounting period (monthly or weekly), showing PAYE/NI liabilities Electronic back up of payroll software if applicable	
10	<u>Bank loans</u> Bank loan statements covering the accounting period	
11	<u>Lease/ hire purchase agreements</u> Lease agreement documentation Agreement and terms of lease	
12	<u>Factoring account statements</u> Statements for any factoring accounts used by the business covering the whole period	
13	<u>Credit Card Statements</u> Credit card statements covering the accounting period for cards used in the course of business	
14	<u>Petty Cash Balance</u> Schedule of Petty Cash expenses Reconciliation of Petty Cash at year end	