

Annual Records Checklist-Records Required

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Copy Bank Statement showing closing balance

Copy Loan & Hire Purchase Statements

Total Stock on hand

Accounts Receivables

Accounts Payables

List of Assets purchased & sold (send documentation)

Cash on Hand

Investment income - Interest & Dividend statements

Transactions not through business account (full details required)

Covid-19 Relief Subsidy, details of Wages , Small Business Cashflow Loan scheme etc

Motor Vehicle

Business use

Total use

Percentage Business

Home Office -

Area used for business

Total home area

expenses

Power

Phone & Internet

Insurance

Rates

Rent

Repairs & maintenance

Other

Total

Donations