2017 Check List for Financial Statements

Client Name:

Below is a list of the types of records we require from you to complete your financial statements – please note that you may not need to give us everything on this list – this list serves more as a prompt to consider the records you need to let us have. If you are using Xero you may want to scan and upload these items to your Xero files.

Information Required For the period from 1st March 2016 to 29th February 2017 or 1st April 2016 to 31st March 2017		**Comments**
Kiwifruit	Please provide all income statements for the sale of kiwifruit	
Debtors/Accounts Receivable	A list of people who owe you money as at 28/2/17	
Creditors/Accounts Payable	A list of people who you owe money to as at 28/2/17	
Transaction Details	If not already provided we will need details of all transactions through your business bank accounts	
Bank Accounts	Bank Statements showing balances as at 28/2/17	
Loan Statements	Loan Statements covering the whole year	
Legal Transactions	All solicitors statements and Sale and Purchase agreements you entered into during the year	
Insurance Payments	Annual insurance renewal notices	
Hire Purchase Agreements	Copies of agreements entered into during the year	
Asset Purchases	Invoices and descriptions for assets bought during year	
Cash Jobs -unbanked cash	Details of any "cash jobs" you have done during the year.	
Other Income	Please tell us about any income you received that wasn't banked	
Wages & PAYE	A summary from your payroll software showing total gross wages and allowances paid for the year	
Charitable Donations	Receipts for donations made	
Investment Income	Dividend Receipts and Annual RWT Certificates	