

Name	
Accounts Period	

As you use SAGE accountancy software the following information will be available through the software:

- Bank transactions for the period;
- Credit card transactions for the period;
- Cash transactions for the period;
- Copies of sales invoices; and
- VAT workings.

To enable me to complete your accounts for the period, please provide me with the following information:

Latest backup (if not online version)

	Date	Enc (✓ /N/A)
Latest backup		

Bank, credit card and cash

Statements	Reconciled At Period End (✓ /N/A)	Enc (✓ /N/A)
A copy of the bank statements covering the period end date		
A copy of your credit card statements for the last month of the period		
A copy of the cash book for the last month of the period and/or the cash on hand balance at the period end		

Purchase Invoices

	Notes	Enc (✓ /N/A)
Purchase invoices		

Stock and work in progress (work done but not billed) at the period end

	Notes	Enc (✓ /N/A)
Stock list		
Details of work in progress		

Details of assets purchased or sold during the period

	Notes	Enc (✓ /N/A)
Assets Purchased		
Assets Sold		
Lease Agreements		
Hire Purchase Agreements		

Payroll workings for the period

	Notes	Enc (✓ /N/A)
Payroll summaries and workings		

Any other information you believe is relevant

Details	Notes	Enc

Examples would include: New loan agreements or current loan schedules, correspondence with HM Revenue & Customs, mileage records, CIS deduction documentation.