



CHECKLIST

BUSINESS ACCOUNTS

LET'S GET IT RIGHT

To enable us to do your accounts please make sure you have everything from our checklist...



- Bank statements for the year (CSV download if possible)
- Credit card statements containing business expenditure
- Purchase and expense receipts
- Details of anything bought for your business with personal money
- Details of anything bought with cash from the business account
- Mileage log or good estimate of business miles you did in the year
- A valuation of the stock held on the last day of the year
- A list of the customers that owed you money at the year end
- A list of suppliers you hadn't paid at the year end



SEMILLIAM

CHARTERED ACCOUNTANTS