

# Annual Accounts Checklist



Client Name:

Balance Date: 31 March 2021

Phone:

Date:

Email:

To: REAL Chartered Accountants Limited

## Terms of Engagement

We hereby instruct you to prepare our Financial Statements and/or Taxation Returns for the year/period ending 31/03/2021. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to our attention.

We understand that the Financial Statements and/or Taxation Returns are prepared for our own use and to determine our taxation liabilities. If this should change in any material respect, we will inform you immediately. You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter we signed when we became a client. We also accept that you have the right to charge interest on overdue accounts at the rate of 3% per month, and that all accounts are due for payment by 20th of the month following invoice date. The charging of such interest will be at your discretion. We accept that any collection costs you incur will be fully recoverable from us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions in order to complete the above assignments. This includes obtaining information via phone, fax, mail, email and online services available on the Inland Revenue website. We may utilise the service of third parties, including tax pooling intermediaries, from time to time and as separately notified to you to manage your tax affairs. To perform the services, we provide these third parties with access to your data to the extent this is required to perform the services. This requires information being sent to these services providers in accordance with our Privacy Policy. You are to represent us as our tax agent. All income tax returns will be signed by us however you are authorised to sign any other taxation return on behalf of ourselves or any of our associated entities.

Name:		..... Signature Date: .....
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PLEASE NOTE:- ALL Company Directors, Trustees (excluding Professional Trustees) or Partners MUST sign the Term of Engagement.

See over page for quick checklist.

## Annual Records Checklist-Records Required

✓

Copy Bank Statement showing closing balance 31 March 2021

Copy Loan & Hire Purchase Statements

Total Stock held as at 31 March 2021

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