

## Self-Assessment Client Checklist

One of our duties will be to prepare a set of financial accounts, these accounts will be based on the records, information and representations made and supplied by you.

The profit/surplus will be the difference between what a business has charged (by way of sales, fees, etc.) and all the related business costs (outgoings). The check-list that we normally provide to clients will be such that it enables us to get an 'accurate' picture of business income and costs.

Some businesses, normally ones established with a trading and profit motive may be subject to tax. These accounts will also be used to calculate any tax liability arising, the tax liability for businesses is determined from the amount of business profit made.

### Income

- Invoices raised & issued to clients, marked when they were paid/still outstanding
- Grants received/receivable, where appropriate show the date they are due for

### Costs

- Purchase invoices received, marked when they were paid/still outstanding
- Receipts for items purchased if paid by cash please state if personal or business cash.
- Business bank statements, cheque listing/stubs
- Employee wage calculations and working sheets (P11s etc.)
- Documentation for any HP agreements, business loans
- Vehicle running costs
- Stock listings and value: ideally at the start and end of your financial year

Some clients keep spreadsheets which summarise their financial activity, if one is available please forward on accordingly.

### **Additional: Non-Business**

Please provide details of any additional income received during 6<sup>th</sup> April – 5<sup>th</sup> April, for example the current year 2015-16 will consist of:

- Dividends paid to you
- Any bank interest received
- Any other income received, e.g. rental income
- P60s and/or P45s