

Purpose of Document :

This document is helpful for the bookkeeper to ensure that he has all the basic information required for starting bookkeeping engagement with the client. This is not an exhaustive document for the information required for bookkeeping however this provides an overview of the basic information required. If information is not provided, or accounts are not provided, the time required and therefore the cost of preparing the financial statements may increase substantially.

Name of Client: _____

Financial Year: _____

SN	Information	Attached	Remarks
Documents for Master File			
1	Incorporation Document of Business Entity		
2	Opening Trial Balance		
3	Income Tax return of Last Year		
4	Electronic Bookkeeping files		
Sales			
1	Invoices Issued to the clients/customers		
2	Details of Advance Payments received from Client/Customer		
Payroll			
1	Payroll Details of employees		
2	Details of salary paid and calculation		
Cash & Bank			
1	Cash Receipts		
2	Cash Payment book (if at all maintained)		
3	Bank Statements		
4	Credit Card Statements		
5	Cheque Stubs		
6	Invoices received for Expenses Incurred		
7	Receipts/Invoices for purchase of Fixed Assets		
8	Receipt of Payment of Taxes		
Inventory			
1	List of Inventory items involved in business		
Other relevant Transactions			
1	Summary of any major event during the year		
2	Payments to Share Holders		
3	Loan Statement for loan taken from bank/ financial institution		
4	Details of Withholding tax paid (If any)		
5	Returns filed with tax Authorities		
6	Any Correspondences with Government Authorities		
Solution of Query Sheet Provided by the Bookkeeper			