



Monthly Bookkeeping Requirements Checklist

Creditors

- Supplier invoices & Statements (including business premises rental)
- Proof of payments attached to statements or invoices.
- Current Stock valuation amount in rands (please email the amount to me)

Debtors

- File containing all cash sales invoices raised to clients.
- File containing all debtor account invoices raised to clients.
- Till end of day cash up slips (for a retail shop).
- Your manual end of day reconciliation (for a retail shop).

Cash Payments Slips e.g.

- Petrol.
- Airtime.
- Data.
- Electricity.
- Stationery.
- Postage.
- Printing.
- Any other slip received for payment of a business related expense.

Bank Statements

- Please note any “owner/shareholder” deposits or “owner/shareholder” withdrawals.
 - For rental real estate, indicate which property the income/expense item was for.
 - For ATM withdrawals and deposits please list what it was for.
- Business bank account since inception.
 - Personal bank statements from inception.
 - Credit Card statements (if used for business expenses).
 - Loan Accounts taken out for/under the business.
 - Any other bank statement which was used for business expenses.



General Other Requirements

- Lease agreement (if renting) or title deed of property for home office space rental.
- m2 of home office space used for business purposes.
- Car insurance policy document (If you wish to claim car insurance portion to business expense).
- Business insurance policy document (copy only).
- Car tracking policy document (copy only).
- Business premises rental agreement/s (copy only).

Notes:

- Please note on each bill you paid how it was paid (i.e. cash, eft, cheque, debit card, credit card etc) as this helps me to match invoices to payments.
- Please also write on your invoices etc what you used the money for (if it is not obvious) so to avoid us asking you what it was for.