



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.