

SECTION - J

INCOME SUMMARY

CLIENT :	Mr J and Mrs J Smith - Property Accounts				Y/E : 05.04.2016	PREPARED BY: Jaimin		
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 05-APRIL-2016								
As per Details provided by the client								
Period	Property - 1	Property - 2	Property - 3	Property - 4	Property - 5	Property - 6	Property - 7	Amount
	£	£	£	£	£	£	£	£
REF	J/3	J/4	J/5	J/6	J/7	J/8	J/9	
06-04-15 TO 05-04-16	1,666.67	22,000.00	21,600.00	15,000.00	26,000.00	22,000.00	17,700.00	125,966.67
		£1800 * 12 months	£1800 * 12 months				£1475 * 12 months	
TOTAL INCOME	1,666.67	22,000.00	21,600.00	15,000.00	26,000.00	22,000.00	17,700.00	125,966.67

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Doshi Client - Login & Logout Sheet

Trading Name : Mr J & Mrs J Smith - Property Accounts
 Client No. : SMITH01
 Login Date : 10.08.16
 Login Done by : XYZ

Y/E : 05.04.16
 Trading Period : 06.04.15 to 05.04.16
 Logout Date :
 Logout Done by :

In House Information Items	Comment
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1	PYE Signed Final Accounts	Yes/No/NA	Yes (In Orange file)
	(A) Done by us	Yes/No/NA	Yes
	(B) PYE Green File	Yes/No/NA	Yes
2	VAT Qtrs		Non VAT
	A) Done by us		NA
	B) Done by others		NA
3	Bookkeeping Client	Yes/No/NA	NA
	A) Done by us		NA
	B) Done by others		NA
4	Year end questionnaire	Yes/No/NA	NO
5	Companies House Annual Return	Yes/No/NA	Kept in Orange file
6	P35 & Last Payroll Run		PDF will be kept on : U:\MY Department\New Procedure (If applicable)
7	VAT Return (Form 100)		PDF will be kept on : U:\MY Department\New Procedure (If applicable)
8	VAT Return Scheme		Direct Calculation
9	Doshi Sales Ledger		PDF will be kept on : U:\MY Department\New Procedure\Doshi Sales Ledgers
10	Tax Computations		Kept in Orange file
11	Corporation Tax Ref No (CT Ref No)		NA
12	Enclosures Cover Sheet		Kept in Orange file
13	Draft Accounts Cover Sheet		Saved on V Drive

Information Received from client & What is finally missing

Source Of Documents Received : Via Cargo in 1 Pkt (Photocopy)

Additional info rec via Email dtd 12.09.16 saved on below path

Sr No	Information Items	✓ Documents Received		✓ Documents Missing		Comment
		From	To	From	To	
14	All Bank Statements of all the business banks and personal banks through which the business transactions operated					
	a) Bank Name : Bank A/c - 1	✓		✓		Rec Photocopy
	Bank A/c No. : 123456					
	Sheet No. :		004/2015		Prior to 007/2015	
	Date :		27.03.15 27.04.15		01.06.15 27.06.15	
	Sheet No. :		007/2015 006/2016			
	Date :		27.06.15 27.06.16			
	Sheet No. :		008/2015			Rec via Email dtd 12.09.16
	Date :		28.07.15 25.08.16			
	Cheque Stubs :	✓		✓		Rec Photocopy
	Cheque No. :		001092 001147		Prior to 001092	
	Date :		04.06.15 08.07.16		01.06.15 04.06.15	
	Paying-in Books :					
	b) Bank Name : Bank A/c - 2	✓				Rec Photocopy
Bank A/c No. : 987654						
Sheet No. :		651 703				
Date :		01.06.15 03.06.16				
Cheque Stubs :	✓				Rec Photocopy	
Cheque No. :		000058				
Date :		17.06.15				
Cheque No. :		000060 000074				

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	Date :	19.06.15	16.04.16			
	Cheque No. :	000081	000092			
	Date :	09.01.15	08.07.16			
	Paying-in Books :					
c)	Bank Name : Bank A/c - 3	✓				Rec Photocopy
	Bank A/c No. : 999999					
	Sheet No. :	359	381			
	Date :	12.06.15	03.06.16			
	Cheque Stubs :					
	Cheque No. :	000274	000285			Rec Photocopy
	Date :	07.09.15	19.06.16			
	Paying-in Books :					
d)	Bank Name : Bank A/c - 4	✓				Rec Photocopy
	Bank A/c No. : 111111					
	Sheet No. :	72	94			
	Date :	15.06.15	01.06.16			
	Cheque Stubs :					
	Cheque No. :				All	
	Date :			01.06.15	31.05.16	
	Paying-in Books :					
e)	Bank Name : Bank A/c - 5	✓				Rec Photocopy
	Bank A/c No. : 888888					
	Sheet No. :	411	414		422	
	Date :	10.03.15	09.04.15	09.06.15	10.06.15	
	Sheet No. :	423	466			
	Date :	10.06.15	09.06.16			
	Cheque Stubs :					
	Cheque No. :					
	Date :					
	Paying-in Books :					
f)	Bank Name : Bank A/c - 6	✓				Rec Photocopy
	Bank A/c No. : 777777					
	Sheet No. :	285	295		284	
	Date :	10.06.15	09.06.16	09.06.15	10.06.15	
	Cheque Stubs :					
	Cheque No. :					
	Date :					
	Paying-in Books :					
15	All Bank Loan statements or mortgage statements if used for business			✓		For the whole year (If using any)
a)	Bank Name : Mortgage -1	✓				Rec Photocopy
	Bank A/c No. : 111111					
	Sheet No. :		Transaction Sheet			
	Date :		29.12.14	29.11.15		
b)	Bank Name : Mortgage -2	✓				Rec Photocopy
	Bank A/c No. : 222222					
	Sheet No. :		Transaction Sheet			
	Date :		01.01.15	31.12.15		
c)	Bank Name : Mortgage - 3	✓				Rec Photocopy
	Bank A/c No. : 333333					
	Sheet No. :		Transaction Sheet			
	Date :		01.01.15	31.12.15		
d)	Bank Name : Mortgage - 4	✓				Rec Photocopy
	Bank A/c No. : 444444					
	Sheet No. :		Transaction Sheet			
	Date :		01.01.15	31.12.15		
e)	Bank Name : Mortgage - 5					Rec Photocopy
	Bank A/c No. : 555555					
	Sheet No. :		Transaction Sheet			
	Date :		01.01.15	31.12.15		
f)	Bank Name : Mortgage - 6	✓				Rec Photocopy

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Y/E : 05.04.16
 Trading Period : 06.04.15 to 05.04.16
 Logout Date :
 Logout Done by :

Bank A/c No. : 666666		Transaction Sheet			
Sheet No. :		Date :		01.01.15	31.12.15
g)	Bank Name : Mortgage - 7				Rec Photocopy
Bank A/c No. : 777777		Transaction Sheet			
Sheet No. :		Date :		01.01.15	31.12.15
16	Credit Card Statements			✓	For the whole year
17	HMCE Figures (If VAT not done by us)				
18	VAT Workings (If VAT not done by us)				
19	Purchase/Expenses invoices (If Not VAT Registered)	✓	06.04.15	05.04.16	Rec few expense invoices
20	Sale / Takings Information (If Not VAT Registered)	✓	06.04.15	05.04.16	Rec Rent Income details received on Handwritten page + Invoices
21	Wages/Payroll details, if payroll not done by us				For the whole year (if any)
22	Copy of PYE Accts + Closing Trial Balance (If done by Previous Accountant)				
23	Copy of Previous Year's Corporation Tax Return & Computation				
24	Completion Statement provided by your solicitor (where business is purchased or sold)				
25	Lease Agreement (If the premises from where business is operated is on lease)				
26	Hire Purchase Agreement, if any				For the whole year (if any)
27	Book-keeping Data Backup (if book-keeping done by your book-keeper) with username and password				
28	Details of Creditors if maintained by you			✓	As at 05.04.16 & 31.05.16 If any
29	Details of Debtors if maintained by you			✓	As at 05.04.16 & 31.05.16 If any
30	Closing Stock valuation report, if any or else figur if stock register maintained			✓	As at 05.04.16 & 31.05.16 If any
31	Other Information (if any)	✓			
a)	Rec Few Tax Voucher & Share Advice Statement	✓			Copy send to Tax
b)	Rec Certificate of Interest from Birmingham Midshires	✓			Copy send to Tax

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Login Date : 10.08.16

Logout Date :

Login Done by : XYZ

Logout Done by :

Updated by : XYZ

Date : 12.09.16