



Mr J Smith  
Mr J & Mrs J Smith – Property Accounts  
124 High Street  
England City  
PO23 XRT

Our Ref: YE/Smith01/Narendra/Dhruv

Date: 01.04.16

Dear Mr Smith,

**Property Accounts For the Year Ended 31 March 2016 (Trading Period 01 April 2015 to 31 March 2016)**

It is that time of year once again. Your trading for accounting year has now been completed and we are going to request the information we need to prepare the best set of accounts for you. Therefore please send us the following information as soon as possible

**Our objective is to prepare the best set of accounts and to minimise your Tax liabilities correctly.**

**Bank Statements**

We need the statements for **all of your business bank accounts (including any bank loan accounts)** as follows:

Bank Name	A/C No.	Date		Sheet No		Sort Code No.
		From	To	From	To	
Barclays Current A/c	123456	01.04.15	31.03.16	All		00-00-00
Woolwich Mortgage A/c	A-789101112	01.04.15	31.03.16	All		00-00-00
Woolwich Mortgage A/c	A-23456789	01.04.15	31.03.16	All		00-00-00

*Important*

*Please confirm whether all the above accounts are used for business or any of them are private?*

*Please give us details of all your Bank accounts/Building Society accounts, which you use for Business and provide statements for the accounting period.*

Bank Name	A/C No.	Date		Sheet No		Sort Code No.
		From	To	From	To	

### Cheque Books

We need the details of cheque books in respect of all your business accounts for the whole year.

Bank Name	A/C No.	Date		Cheque No
		From	To	
Barclays Current A/c	123456	01.04.15	31.03.16	All

### Standing Orders / Direct Debits

According to records we have to date, you are paying from your bank accounts....

Bank Name / Account No.	Name	Debit (£)	Reason Explanation	Date

Please give us the reasons for all your standing orders & direct debits stated above.

Are there any other DD/SO you pay for the business purposes from other Bank accounts.

Bank Name / Account No.	Name	Debit (£)	Reason Explanation	Date

### Credit Cards

Do you use credit cards to pay for your business purchases.

If yes, how do you pay the credit card monthly accounts.

Credit Card Name	Description	Amount(£)

Please provide payment details for these or bank account statements.

### Cash books and petty cashbooks

Please send us cash books that you may have written up from 01 April 2015 to 31 March 2016.

### Rental Expenses/invoices for all Rented Properties for the period from 01 April 2015 to 31 March 2016

Please send us your Expense invoices for the above-mentioned period to complete the final accounts.

**Rental Income details for all Rented Properties for the period from 01 April 2015 to 31 March 2016**

Please send us your Income details for the above-mentioned period to complete the final accounts  
**Drawings**

Please advise us of any drawings for the period 01 April 2015 to 31 March 2016.

MONTH	J	F	M	A	M	J	J	A	S	O	N	D

**It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water, rates, income tax & NIC, all insurance policies, private motor expenses, TV Licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money....plus a further £ 3000 for food and clothing for a Family of 4.**

**Remember, you do not pay Tax on Drawings.....you pay Tax on Profits**

**Wages/ PAYE records for the year**

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating a PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE returns for the Inland Revenue and/ or your P35 return.

	J	F	M	A	M	J	J	A	S	O	N	D
Full Time Staff/Regular Staff												
Family Members												
Casual Labour												
Please state any other PAYE income of the Partners												

**Financial Statements**

Please send us a copy of the Financial statements for the year ended **31 March 2015**.

**Loan Statements**

- A) Please send us statements/agreements for any loans or mortgages the business may have taken during the accounting period 01 April 2015 to 31 March 2016.
- B) Also inform us any existing Loan agreements as at 31 March 2015 which you may have now settled in full.
- C) Please inform us of all loan agreements as at 31 March 2016.

### H/P Agreements

- A) Please send us all Hire Purchase and Lease Agreements the business entered into during the period 01 April 2015 to 31 March 2016.
- B) Also inform us of any existing Hire Purchase and Lease Agreements as at 31 March 2015 which you have now settled in full.
- C) Please inform us of all existing Hire Purchase and Lease Agreements as at 31 March 2016.

### Stock and creditors

- A) Please let us know the value of your stock (cost price) as at 31 March 2016.
- B) Please provide a list monies owed to suppliers (goods) and other parties (expenses) to whom you owed money as at 31 March 2016.
- C) Also a listed post dated cheques you have issued or cheques not yet cashed through your account.

### Debtors

Please provide a list of your clients who owed you money as at 31 March 2016. Also a list of any post dated cheques that you are holding to be banked.

### Capital Expenditure

According to records we have seen to date, you have done the following Capital expenditure.

Account Head	Name of the Party	Description	Amount(£)
Plant & Machinery			
Fixtures Fittings & Equipment			
Motor Vehicles			
Computer equipment			

Are there any other items bought during the year as Capital expenditure.

Are there any other items you have purchased but for which you have not made a Loan or Hire Purchase/Lease agreement.

Account Head	Name of the Party	Description	Amount(£)
Plant & Machinery			
Fixtures Fittings & Equipment			
Motor Vehicles			
Computer equipment			

Kindly send us copy invoices not covered in the above table for the period from 01 April 2015 to 31 March 2016.



### **Capital Disposals**

Please list all items such as motor vehicles, fixtures and fittings, plant and machinery, office furniture; office equipment sold and at what price; i.e. give details of the proceeds

### **Capital Introduced and Withdrawn**

Please list sums and dates Capital introduced and the Source. Also give copy of agreement. Similarly please list sums and dates Capital withdrawn and by which Partner. Please give proof.

### **Private Loans**

Please list sums and dates loans made by which Private individual to the Business. Please give copy of agreement made between the Private individual and the Business.

Similarly please give details of repayments made by the Business back to the Private lender. Please give proof.

### **Capital Transactions**

Please give details of any businesses or property or shares bought or sold by the business along with completion statements and details of each transaction.

### **Insurance Claims**

Please state any sums received by any Insurance claim made by the Business along with proof.

### **Others**

Please provide us with any other information which may be relevant in preparing your accounts.

**For queries please call 020 8619 1485 or 020 8518 0888.**

Yours sincerely

**Friendly Accountants**