

**FLAT RATE**

**H SMITH  
SMITH LTD  
6<sup>th</sup> FLOOR AMP HOUSE  
DINGWALL ROAD  
CROYDON  
CRO 2LX**

**VAT Report For the Period ended 29<sup>th</sup> FEBRUARY 2016**

**Vat Registration No. 111 1111 11**

**Please retain enclosed original documents in a safe place for future reference.**

**Check the Purchase Day Book. We have referenced all entries.  
Check the mark up's we have used for your Direct Calculation.  
Check the Suppliers Transaction Report.  
Check the Sales Figures.**

**If you have any queries, please contact us by post fax or phone  
in order that we can make the necessary changes.**

**Please note we will make the necessary amendments as soon as you notify us,  
in this Vat Return or alternatively in the next Vat Return.**

## **INDEX**

- 1. Value Added Tax Return**
- 2. Vat Working & Management Information**
- 3. Summary Of Documents Received**
- 4. Sales – Takings Declared This Period**
- 5. Purchase Day Book This Period**
- 6. Nominal Expenditure Items Declared**
- 7. Purchase Transactions This Period**
- 8. Profit & Loss**
- 9. Supplier Names & Telephone Numbers**
- 10. Friendly Accountants Invoices**

# **VALUE ADDED TAX RETURN**

**VALUE ADDED TAX RETURN**

Vat Reg No : 111 1111 11

For the period

From : 01-Dec-15 to 29-Feb-16

**CLIENTS NAME :** SMITH LTD**Client Ref No. :** 1111

VAT due in this period on <b>sales</b> and other outputs	<b>1</b>	468.00
VAT due in this period on <b>acquisitions</b> from other <b>EC Member States</b>	<b>2</b>	0.00
Total VAT due ( <b>the sum of boxes 1 and 2</b> )	<b>3</b>	468.00
VAT reclaimed in this period on <b>purchases</b> and other inputs ( including acquisitions from the EC )	<b>4</b>	0.00
Net VAT to be paid to Customs or reclaimed by you ( <b>Difference between boxes 3 and 4</b> )	<b>5</b>	468.00
Total value of <b>sales</b> and all other outputs excluding any VAT. <b>Include your box 8 figure</b>	<b>6</b>	3,600.00
Total value of <b>purchases</b> and all other inputs excluding any VAT. <b>Include your box 9 figure</b>	<b>7</b>	0.00
Total value of all <b>supplies</b> of goods and related services, excluding any VAT, to other <b>EC Member States</b>	<b>8</b>	0.00
Total value of all <b>aquisitions</b> of goods and related services, excluding any VAT, from other <b>EC Member States</b>	<b>9</b>	0.00

**VAT Scheme : FLAT RATE VAT CALCULATION**

**VAT WORKING &  
MANAGEMENT INFORMATION**

**FLAT RATE SCHEME VAT CALCULATION**

CLIENT : SMITH LTD

CLIENT No. : 1111

Q/ENDED : 30-Nov-15

	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
<u>OUTPUT</u>	£	£	£
Gross Takings - Flat Rate 14%	3,000.00	504.00	3,600.00
Retail Takings :	3,000.00	504.00	3,600.00
Commissions from non Retail Takings :	0.00	0.00	0.00
Total Takings :	3,000.00	504.00	3,600.00
<u>INPUT</u>			
Daybook :	1,271.40	0.00	1,271.40
Amount payable :		<b>£ 504.00</b>	
Fresh Registration Rebate 1% :		36.00	
Amount payable to HM Customs & Excise :		<b>£ 468.00</b>	

## **SUMMARY OF DOCUMENTS RECEIVED**





Records Received: \_\_\_\_\_ Period : Q/E :- Dec '15- Jan - Feb '16  
Client No: 1111 Client Name : SMITH LTD

**Sales: Takings: Commission Earned**

Daily Takings/Sales using our standard forms \_\_\_\_\_ Daily Takings/Sales using client format \_\_\_\_\_  
period \_\_\_\_\_ period Q/E:- Feb '16 Item ref no: 01  
Invoice

Daily Schedule of Non Stock Income using \_\_\_\_\_ Daily Schedule of Non Stock Income using \_\_\_\_\_  
our standard forms: Period \_\_\_\_\_ client format: Period \_\_\_\_\_ Item ref no: \_\_\_\_\_

**Purchases**

Purchase / Expenses Invoices: Period: Q/E:- Feb '16 Number: 02

Approximate number of total purchases / nominal expense invoice received \_\_\_\_\_  
Approx Number \_\_\_\_\_

Petty Cash Book: Period: \_\_\_\_\_ Item ref: \_\_\_\_\_

Petty Cash payments: Period: \_\_\_\_\_ Item ref no: \_\_\_\_\_

List of Creditors at end of period: YES  NO

**Other Information received this vat period**

04 1 Black Ring binder Black file  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: Bhumika Date: 30-Mar-16 Total Items 04

Despatched by: \_\_\_\_\_ Date: \_\_\_\_\_ Total Items



Bank **Received** Item Nos 1

Cash Book: Period: N.A. YES  NO

**Bank Details** a/c 1 a/c 2 a/c 3 a/c 4

Name	<b>Barclays</b>			
A/c No	<b>83620751</b>			
Type of A/c	<b>Business Current A/c</b>			
	<b>03</b>			

**Bank Statements**

Nos	<b>21 to 27</b>			
Dates	<b>2-12-15 to 1-3-16</b>			

**Cheque Stubbs**

Nos				
Dates				

Paying in Books: N.A. Dates : \_\_\_\_\_

**Standing Orders & Direct Debits**

These are your standing orders & direct debits made from the bank statements we have received This Vat Period

Name	Reason	Amount	Date
<i>Barclays : 83620751</i>			
<b>DD</b>	<b>CHECKAPROFESSIONAL</b>	<b>59.88</b>	<b>14-Dec-15</b>
<b>DD</b>	<b>PREMIUM CREDIT LTD</b>	<b>8.48</b>	<b>14-Dec-15</b>
<b>DD</b>	<b>REED ONLINE LTD</b>	<b>388.80</b>	<b>29-Dec-15</b>
<b>SO</b>	<b>DOSHI</b>	<b>35.00</b>	<b>15-Jan-16</b>

**Drawing**

N/A

The Drawing you have given us This Vat Period

MONTH	J	F	M	A	M	J	JY	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

N.A.

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 PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE

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

Personal Consumption

N.A.

You have stated your own personal consumption of stock at selling prices from your business in value terms for this period.

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

**Taxation**

N.A.

You have provided us the following taxation documents this period

Documents	Yes / No	No of Documents
HMRC		
Dividend		
Interest received		
Employment		
Rent		
Other Income		
Pension		
Interest paid certificates, etc.		
Miscellaneous		

**SALES – TAKINGS DECLARED**

**TAKINGS AS CONFIRMED: £ 3,600.00 SEE ATTACHED**

<b>CLIENT :</b> SMITH LTD		<b>CLIENT NO :</b> 1111			
<b>Q/ENDED :</b> 29-Feb-16					
Takings summarised from invoice supplied by the client.					
<b>DATE</b>	<b>INV NO</b>	<b>SUPPLIER NAME</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
17-Feb-16	CHK/0216	POST & PLACE	3,000.00	600.00	3,600.00
<b>TOTAL</b>			<b>3,000.00</b>	<b>600.00</b>	<b>3,600.00</b>
<b>NET</b>	<b>£ 3,000.00</b>				
<b>VAT</b>	<b>£ 600.00</b>				
<b>G Total :</b>	<b>£ 3,600.00</b>				

27/06/2016  
17:53

P/VATFOLDER5555-FEB- 2016

CLIENT : SMITH LTD

CLIENT No. : 1111

Q/ENDED : 29-Feb-16

Takings Given by Client 3,600.00

Non Retail Items Included in Takings		Items Not Included in Takings	
Particulars	Amount	Particulars	Amount
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
<b>Total</b>	<b>0.00</b>	<b>Total</b>	<b>0.00</b>
<b>Net Takings Confirmed by Client</b>	<b>3,600.00</b>		
<b>Personal Consumption</b>	<b>0.00</b>		
	<b>3,600.00</b>		
		0.00	

Particulars	Actual	Expected		
	58%	16%	18%	20%
Net sales excl VAT	3,000.00	1,513.57	1,550.49	1,589.25
Net Purchase Excluding VAT	1271.4	1271.4	1271.4	1271.4



**PURCHASE DAY BOOK THIS PERIOD**

Date: 27/06/2016

1111 SMITH LTD

Page: 1

Time: 17:57:21

1 Purchase Ledger Daybook (Invs & C/Notes)

Date From: 01/12/2015  
Date To: 29/02/2016

Supplier From:  
Supplier To: ZZZZZZZZ

Transaction From: 1  
Transaction To: 99999999

N/C From:  
N/C To: 99999999

Dept From: 0  
Dept To: 999

<u>Tran No.</u>	<u>Tp</u>	<u>Inv Ref</u>	<u>Date</u>	<u>A/C Ref and A/C Name</u>		<u>N/C</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
21	PI	001	11/12/2015	REE001	REED ONLINE LIMITED	5001	388.80	0.00	388.80
22	PI	002-003	11/01/2016	REE001	REED ONLINE LIMITED	5001	388.80	0.00	388.80
23	PI	004	11/02/2016	REE001	REED ONLINE LIMITED	5001	388.80	0.00	388.80
24	PI	005	29/02/2016	DOS001	DOSHI & CO	7601	105.00	0.00	105.00
						<u>Totals</u>	1,271.40	0.00	1,271.40

**NOMINAL EXPENDITURE ITEMS DECLARED**

**THE ITEMS LISTED BELOW ARE YOUR NOMINAL EXPENDITURE AS DECLARED BY YOU IN THIS QUARTER. WE REQUEST THAT YOU CHECK AND INFORM US OF ANY ERRORS OR ADJUSTMENTS.**

**PLEASE REMEMBER TO DECLARE ALL YOUR EXPENDITURE ITEMS AS IT WILL REDUCE YOUR INCOME TAX & VAT.**

Date: 27/06/2016

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Page: 1

Time: 17:58:10

Nominal Activity (with A/C Ref.) - Without opening balances.

Nominal Code From 5002

Transaction Number From 1

Date From 01122015

Nominal Code To 99999999

Transaction Number To 99999999

Date To 29022016

N/C: 7601

Name: Audit and Accountancy Fees

<u>No</u>	<u>Tr</u>	<u>Date</u>	<u>A/C</u>	<u>Refn</u>	<u>Details</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>
24	PI	29/02/2016	DOS001	005		105.00	105.00	
							<u>105.00</u>	

**PURCHASE TRANSACTIONS THIS PERIOD**

2 P/L VAT Transactions by Supplier Account

<u>Account Ref</u>	<u>Name</u>	<u>Type</u>	<u>Inv Ref</u>	<u>Tran Number</u>	<u>Date</u>	<u>Nominal Code</u>	<u>Net Amount</u>	<u>Tax Code</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
DOS001	DOSHI & CO	PI	005	24	29/02/2016	7601	105.00	T0	0.00	105.00
					<u>Account Total</u>		<u>105.00</u>		<u>0.00</u>	<u>105.00</u>
REE001	REED ONLINE LIMITED	PI	001	21	11/12/2015	5001	388.80	T0	0.00	388.80
		PI	002-003	22	11/01/2016	5001	388.80	T0	0.00	388.80
		PI	004	23	11/02/2016	5001	388.80	T0	0.00	388.80
					<u>Account Total</u>		<u>1166.40</u>		<u>0.00</u>	<u>1166.40</u>

Running/Report Total1271.400.001271.40

## **PROFIT & LOSS**



From: Month 7, December 2015

To: Month 9, February 2016

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Sales</b>			
Product Sales	3,000.00	3,000.00	
			3,000.00
<b>Purchases</b>			
Purchases	1,166.40	3,386.40	
			3,386.40
<b>Direct Expenses</b>			
		0.00	0.00
	<b>Gróss Profit/(Loss):</b>	1,833.60	(386.40)
<b>Overheads</b>			
Printing and Stationery	0.00	360.00	
Professional Fees	105.00	468.33	
Bank Charges and Interest	0.00	99.63	
		105.00	927.96
	<b>Net Profit/(Loss):</b>	1,728.60	(1,314.36)

**SUPPLIER NAMES & TELEPHONE NUMBERS**

Date: 27/06/2016

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Page: 1

Time: 17:59:31

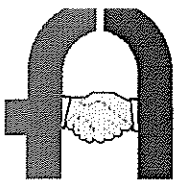
Supplier List

Supplier From:

Supplier To: ZZZZZZZZ

<u>A/C</u>	<u>Name</u>	<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>
BAR001	BARCLAYS BANK PLC			
DOS001	DOSHI & CO		02082394999	
HAZ001	HAZLEMS FENTON LLP		0207 437 7666	
JOB001	THE JOB POST LIMITED		NO DETAILS	
PUR001	PURPLE PENGUIN MEDIA LTD		01302247010	
REE001	REED ONLINE LIMITED		0845 241 9293	

## **FRIENDLY INVOICE**



# Friendly Accountants

AMP House  
Dingwall Road  
Croydon CR0 2LX

Tel: 0845-319-0086, 0845-331-2549  
Email: sales@friendly-accountants.com  
Web: www.friendly-accountants.com

SMITH LTD  
124 HIGH STREET  
ENGLAND CITY  
PO23 XRT

Invoice Number 0153  
Invoice Date 29<sup>th</sup> FEB 2016  
Accountant Reference 1111

Your Reference J SMITH

## Invoice

SERVICES PROVIDED	Net Amount	VAT%	VAT Amount
	87.50	20%	17.50

### Monies Received during the Period – 01/12/15 – 29/02/16 Invoice for VAT Purposes Only

Net	87.50
Vat	17.50
Invoice Total £	105.00