
DOCUMENTS REQUIRED FOR BOOK KEEPING PURPOSES

- 1) Sales invoices (filed in running number sequence stamped with cash or credit)
- 2) Sales Credit Notes & Debit Notes (if any)
- 3) List of Trade Debtors in Aging format (if you keep track of your trade debtors)
- 4) Payment Vouchers (for bank or cash payments, describe the nature of payments and are attached with original source of documents, filed in running number / date sequence)
- 5) Bank-in Slips and Cash Receipts (describe the nature of receipts and are attached with original source of documents, filed in date sequence)
- 6) Cheque Butts stating clearly the cheques' payees date and nature of payments (optional, if you have complete records of payment vouchers for all of your cheque payments)
- 7) Monthly Bank Statements, Bank Loan Statements & Factoring Statements (whichever applicable)
- 8) Outstanding Supplier Invoices (if you purchase on credit during the financial year and have not settled the payment up to date). Those supplier invoices paid during the financial year should be attached to respective payment vouchers (as stated in item 4 above)
- 9) Supplier Credit Notes & Debit Notes (if any), filed in date sequence or with respective suppliers' invoices, where applicable
- 10) Stock lists as at the current financial year –end (if you have stock in hand, indicating items, quantities and values, highlighting the obsolete and slow moving stocks)
- 11) Hire Purchase and Financial Lease Obligation (if any, detailing each hire purchase and lease agreement)

- 12) Contract work in progress (if any, indicating contract sum, cost of contracts, etc.), together with all relevant contracts and quotations
- 13) Breakdown of Fixed Deposit (if any, indicating the maturity dates and interest)
- 14) Correspondences with IRAS; notice of assessment

If you are our new Client outsourcing your accounts processing of your Company's other than the 1st financial year end, we will require the following additional information:

- 1) Trial Balance, Balance Sheet, Profit & Loss for the last financial year-end.
- 2) Trade Debtor Aging, Trade Creditor Aging & Accrual List as at the last financial year-end.
- 3) Fixed Asset Schedule (list of fixed assets stating cost of purchase, description, date of purchase, yearly depreciation charge, accumulated depreciation, and book value of each fixed asset as at the last financial year-end).
- 4) General ledger of whole year financial transactions in last financial year-end (if available).

Upon furnishing all relevant documents to support the business transactions as stated above, we will be able have to process your Company's accounts in details. Should government official or tax authority needs to verify the accounts, the information is complete and problem is free.